2011

Dynamics InfoRouter Integration Module

User Manual

This is a user manual for Dynamics InfoRouter Integration Module. It is aimed at guiding the user to successfully setup, maintain and utilize the module.

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Webdiscount Technologies
1/1/2011

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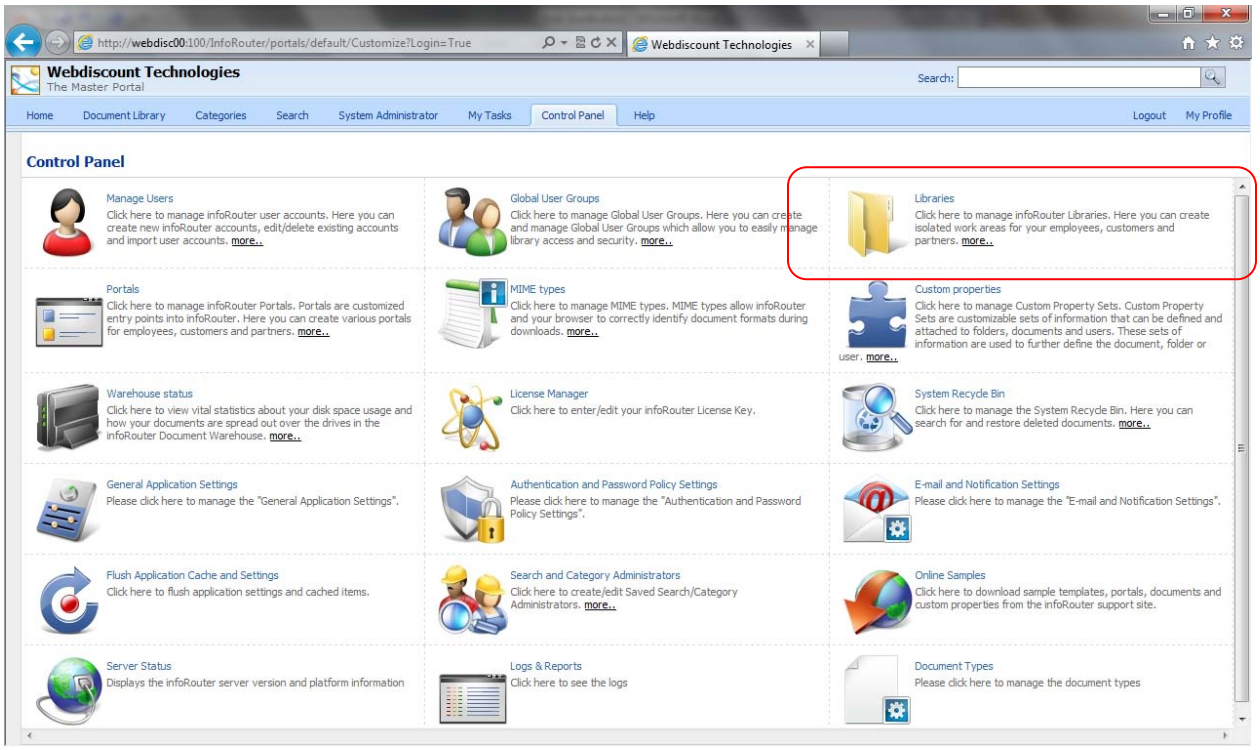
Introduction

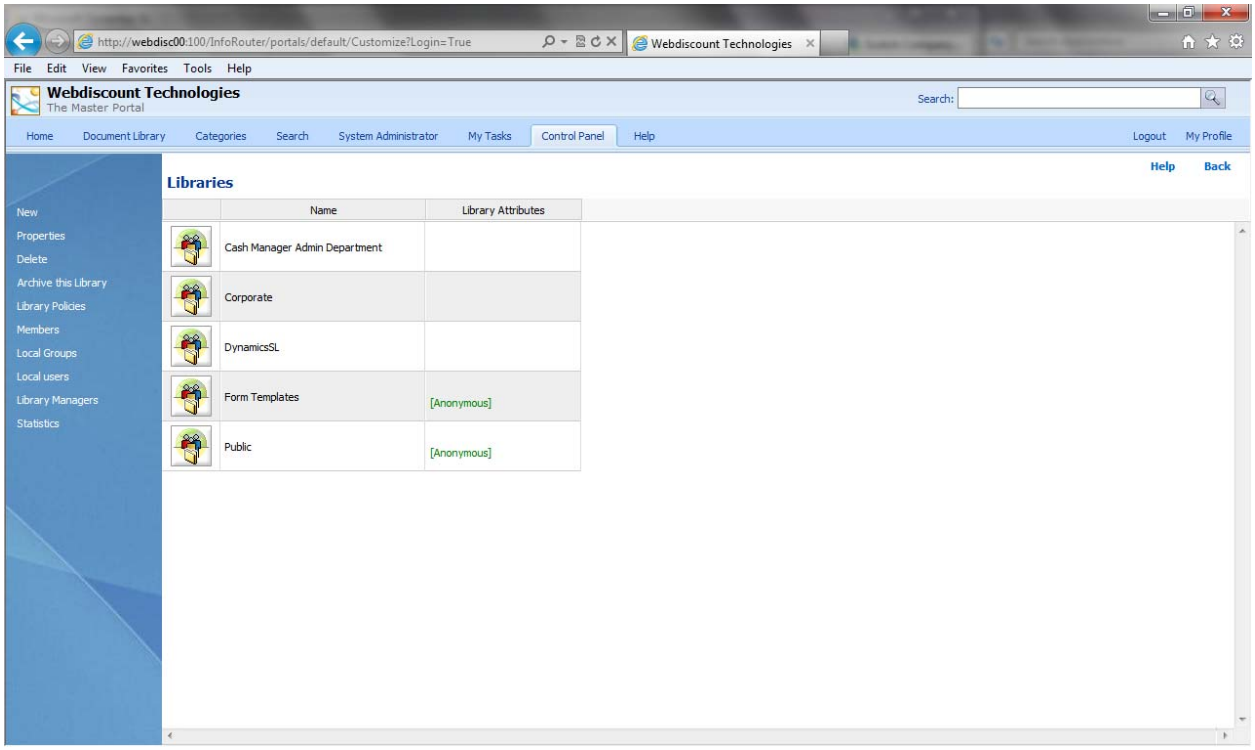
Preparing InfoRouter Library structure

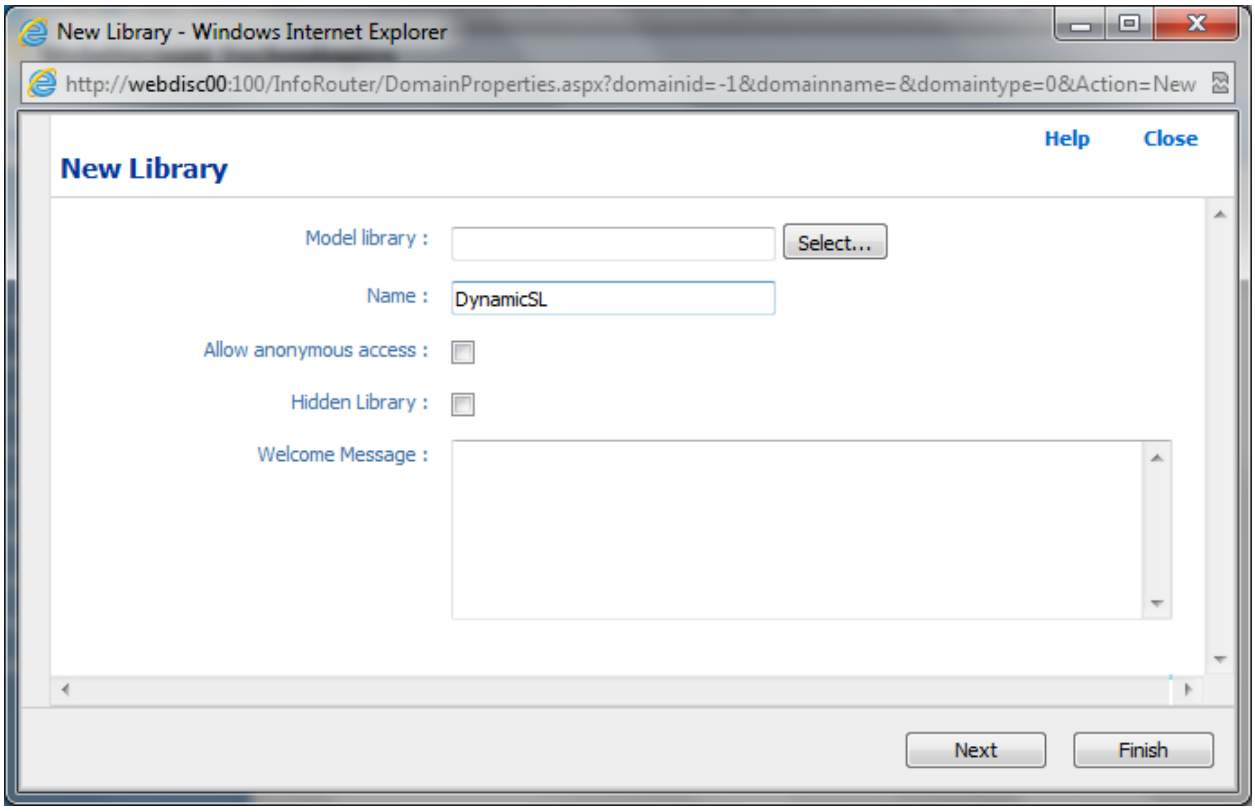
Create a Library

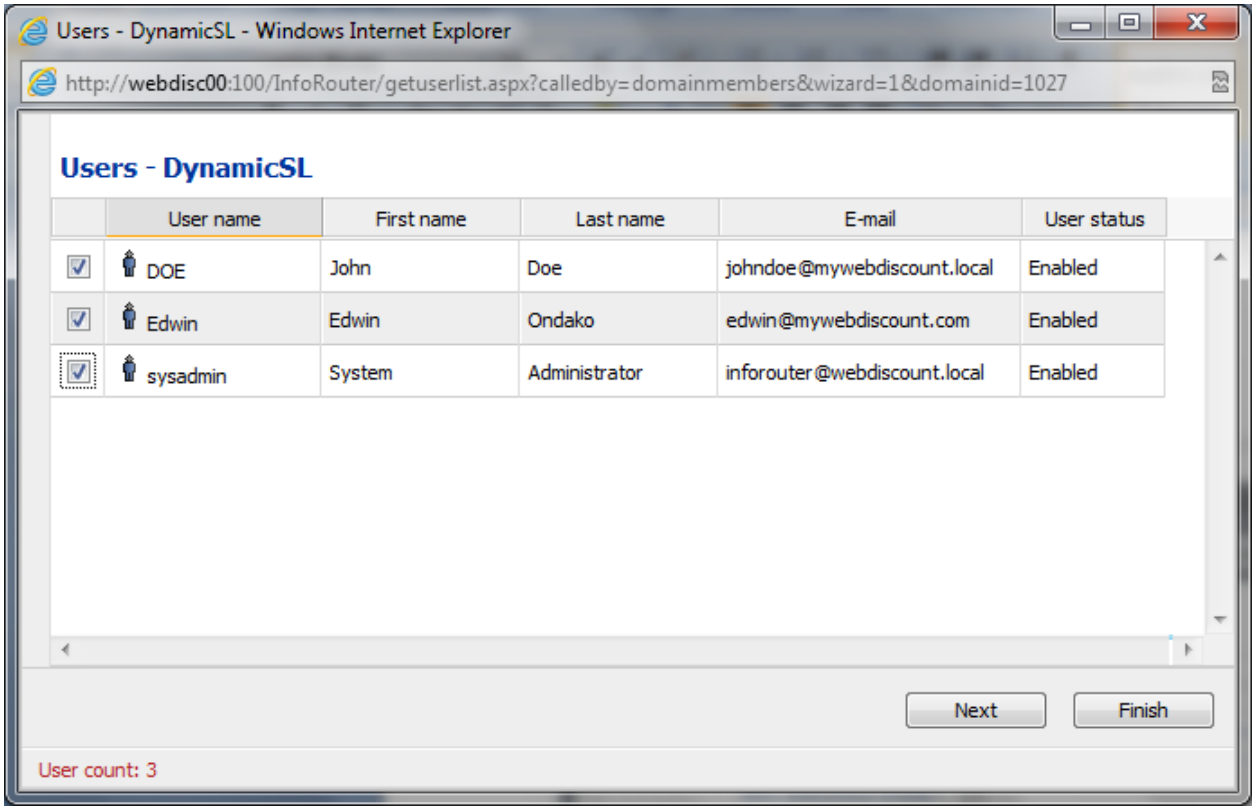
The first step in preparing InfoRouter to receive documents Published from Dynamics SL is to create a Library that will store Dynamics SL published documents.

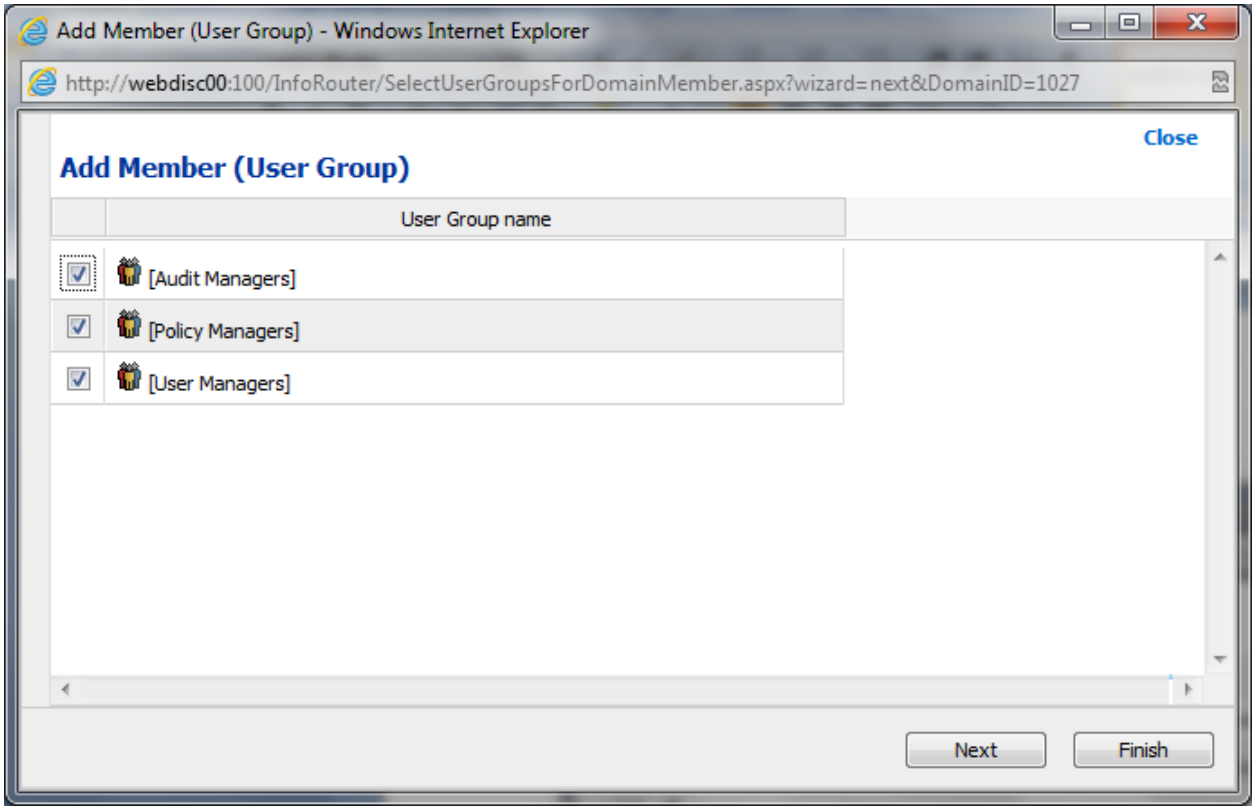
To create a document library, log in to InfoRouter with administrative rights and go the control panel. Select Libraries.

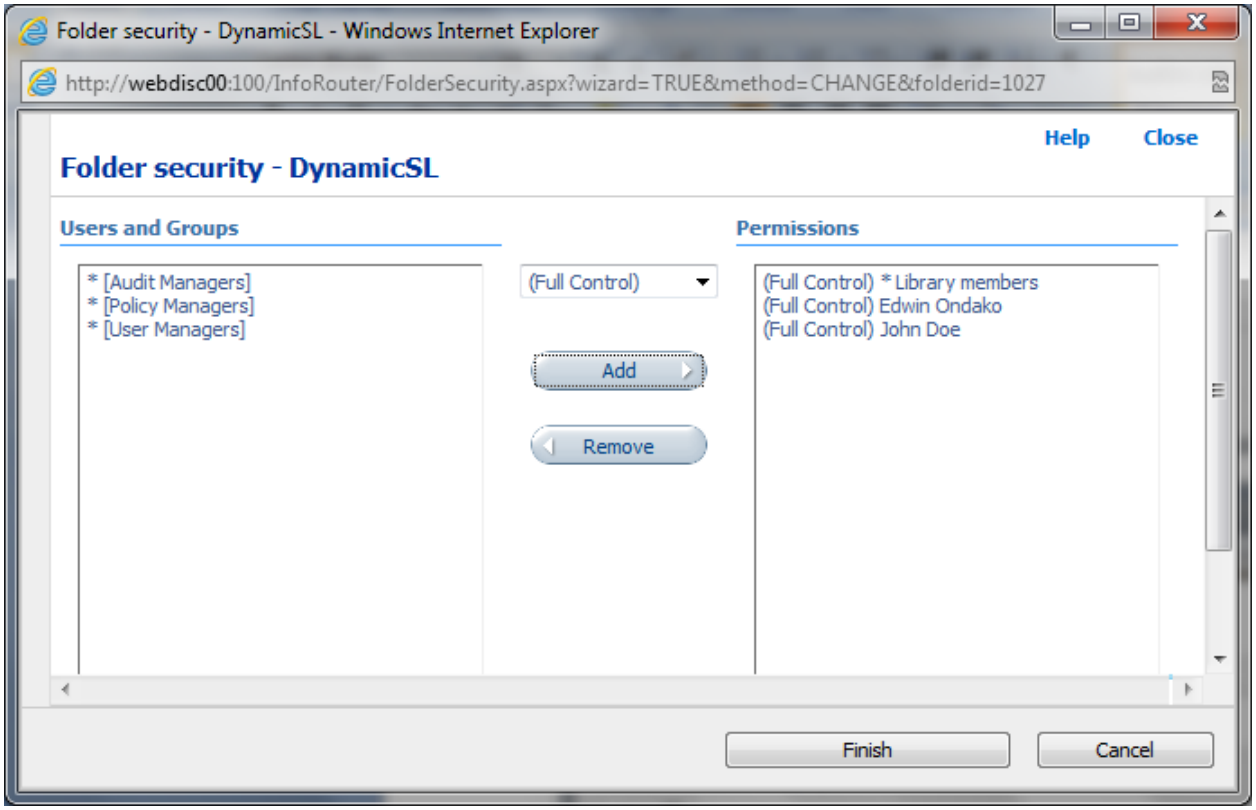

http://webdisc00:100/InfoRouter/portals/default/Customize?Login=True
Webdiscount Technologies
Webdiscount Technologies
The Master Portal
Search:
Home
Document Library
Categories
Search
System Administrator
My Tasks
Control Panel
Help
Logout
My Profile
Control Panel
Manage Users
Click here to manage infoRouter user accounts. Here you can create new infoRouter accounts, edit/delete existing accounts and import user accounts. more..
Global User Groups
Click here to manage Global User Groups. Here you can create and manage Global User Groups which allow you to easily manage library access and security. more..
Libraries
Click here to manage infoRouter Libraries. Here you can create isolated work areas for your employees, customers and partners. more..
Portals
Click here to manage infoRouter Portals. Portals are customized entry points into infoRouter. Here you can create various portals for employees, customers and partners. more..
MIME types
Click here to manage MIME types. MIME types allow infoRouter and your browser to correctly identify document formats during downloads. more..
Custom properties
Click here to manage Custom Property Sets. Custom Property Sets are customizable sets of information that can be defined and attached to folders, documents and users. These sets of information are used to further define the document, folder or user. more..
Warehouse status
Click here to view vital statistics about your disk space usage and how your documents are spread out over the drives in the infoRouter Document Warehouse. more..
License Manager
Click here to enter/edit your infoRouter License Key.
System Recycle Bin
Click here to manage the System Recycle Bin. Here you can search for and restore deleted documents. more..
General Application Settings
Please click here to manage the "General Application Settings".
Authentication and Password Policy Settings
Please click here to manage the "Authentication and Password Policy Settings".
E-mail and Notification Settings
Please click here to manage the "E-mail and Notification Settings".
Flush Application Cache and Settings
Click here to flush application settings and cached items.
Search and Category Administrators
Click here to create/edit Saved Search/Category Administrators. more..
Online Samples
Click here to download sample templates, portals, documents and custom properties from the infoRouter support site.
Server Status
Displays the infoRouter server version and platform information
Logs & Reports
Click here to see the logs
Document Types
Please click here to manage the document types


http://webdisc00:100/InfoRouter/portals/default/Customize?Login=True
Webdiscount Technologies
File Edit View Favorites Tools Help
Webdiscount Technologies
The Master Portal
Search:
Home Document Library Categories Search System Administrator My Tasks Control Panel Help Logout My Profile
Help Back
Libraries
New
Properties
Delete
Archive this Library
Library Policies
Members
Local Groups
Local users
Library Managers
Statistics
Name
Library Attributes
Cash Manager Admin Department
Corporate
DynamicsSL
Form Templates
[Anonymous]
Public
[Anonymous]


New Library - Windows Internet Explorer
http://webdisc00:100/InfoRouter/DomainProperties.aspx?domainid=-1&domainname=&domaintype=0&Action=New
Help Close
New Library
Model library :
Select...
Name :
DynamicSL
Allow anonymous access :
Hidden Library :
Welcome Message :
Next
Finish


Users - DynamicSL - Windows Internet Explorer
http://webdisc00:100/InfoRouter/getuserlist.aspx?calledby=domainmembers&wizard=1&domainid=1027
Users - DynamicSL
User name
First name
Last name
E-mail
User status
DOE
John
Doe
johndoe@mywebdiscount.local
Enabled
Edwin
Edwin
Ondako
edwin@mywebdiscount.com
Enabled
sysadmin
System
Administrator
inforouter@webdiscount.local
Enabled
Next
Finish
User count: 3

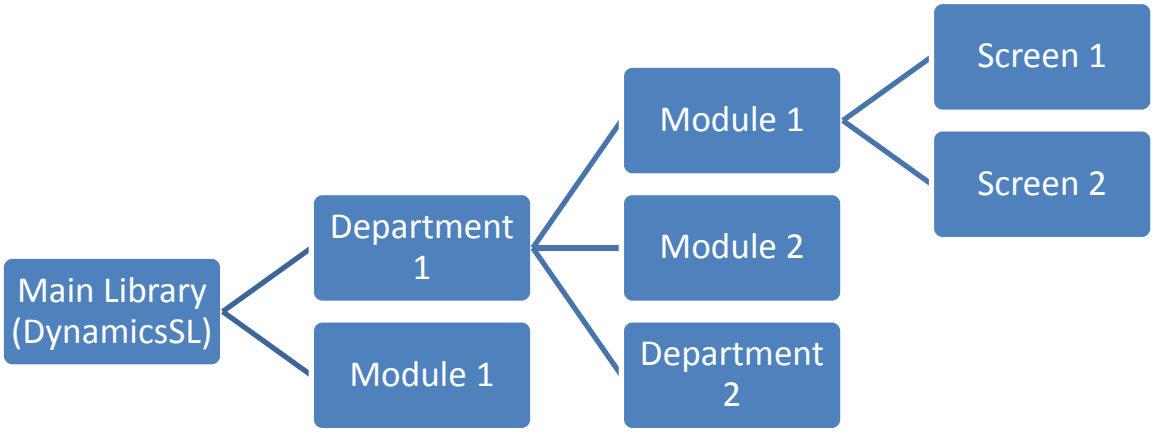

Add Member (User Group) - Windows Internet Explorer
http://webdisc00:100/InfoRouter/SelectUserGroupsForDomainMember.aspx?wizard=next&DomainID=1027
Close
Add Member (User Group)
User Group name
[Audit Managers]
[Policy Managers]
[User Managers]
Next
Finish



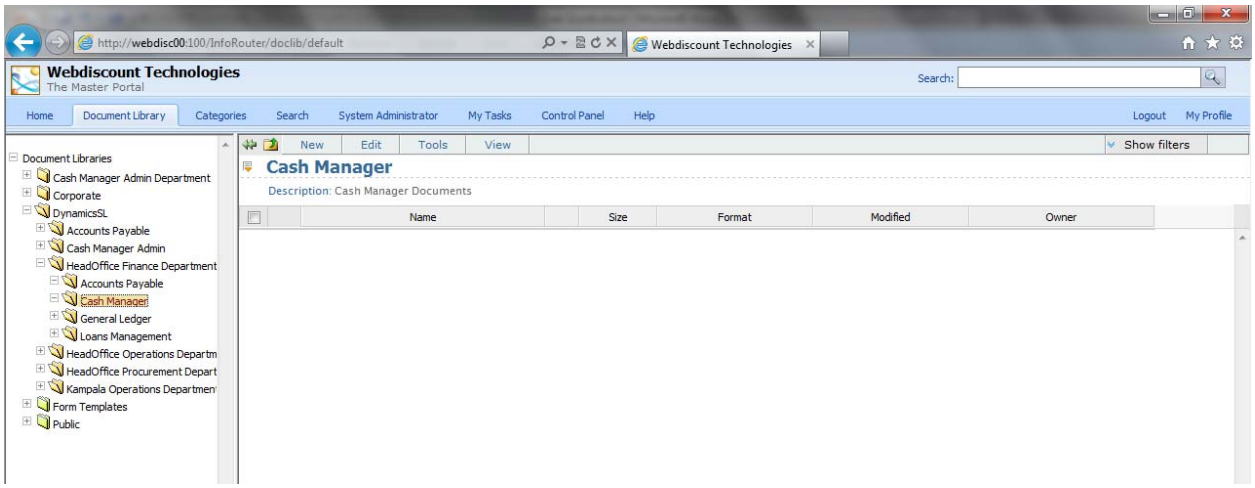
Click Finish

Create Folders

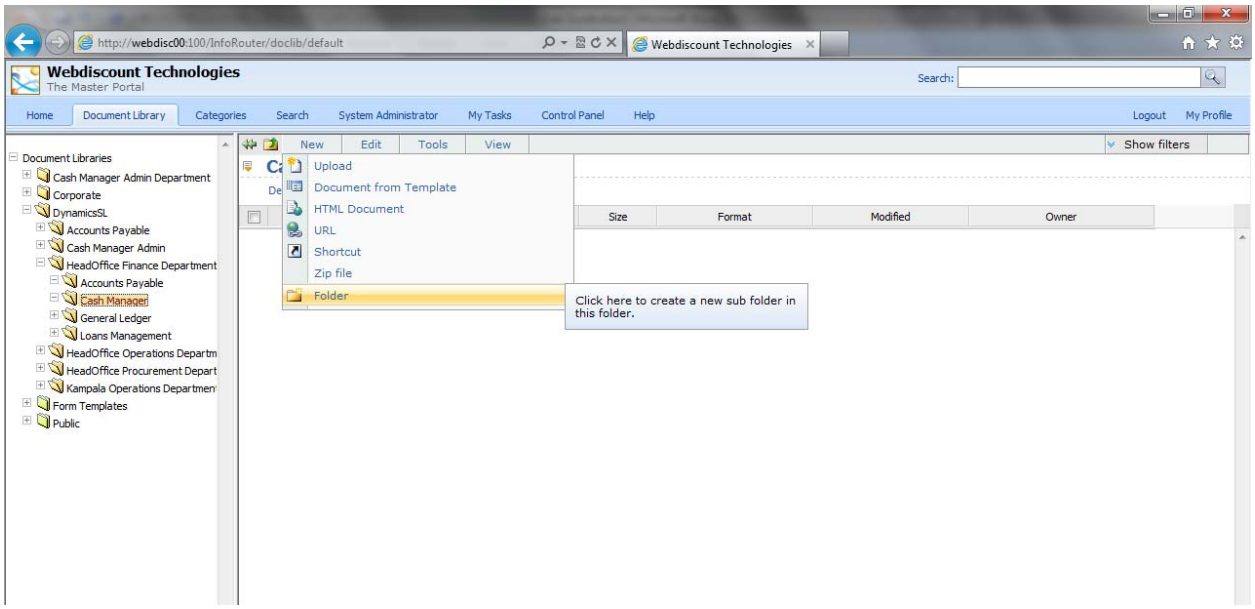
To create Folders, go to document library main menu. Select the DynamicsSL Library created above. Take time to design the structure of the folders the way that it would be most appropriate. For example in this example, the hierarchy follows:



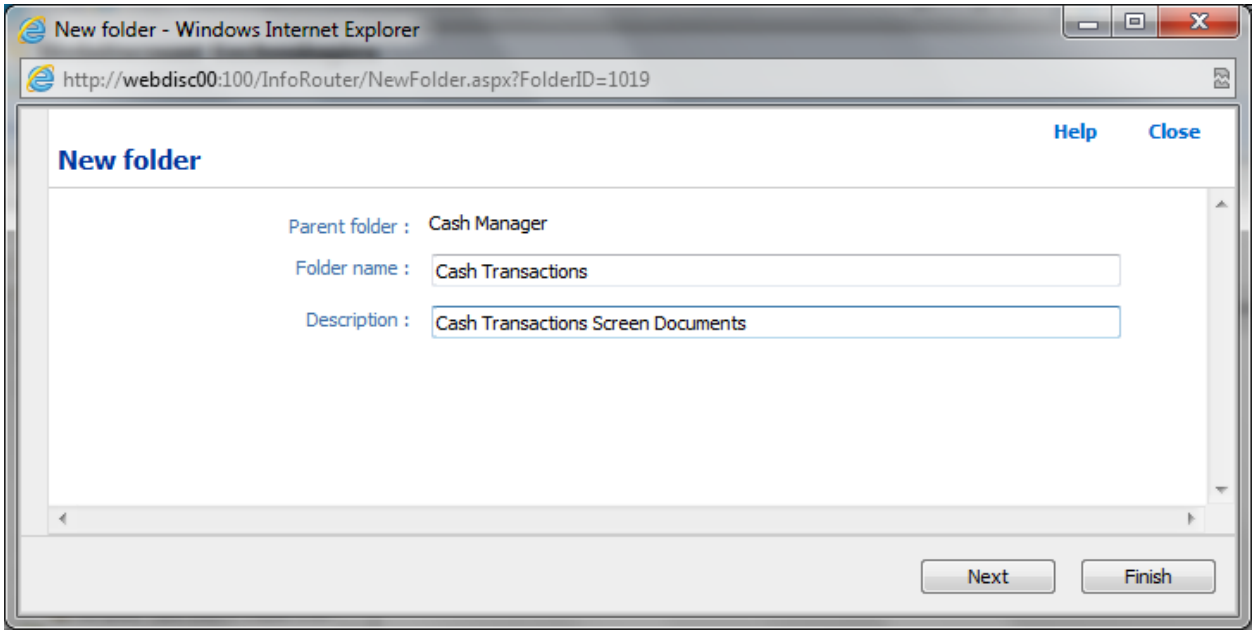
This way, users can easily get documents that relate to their departments in on place.



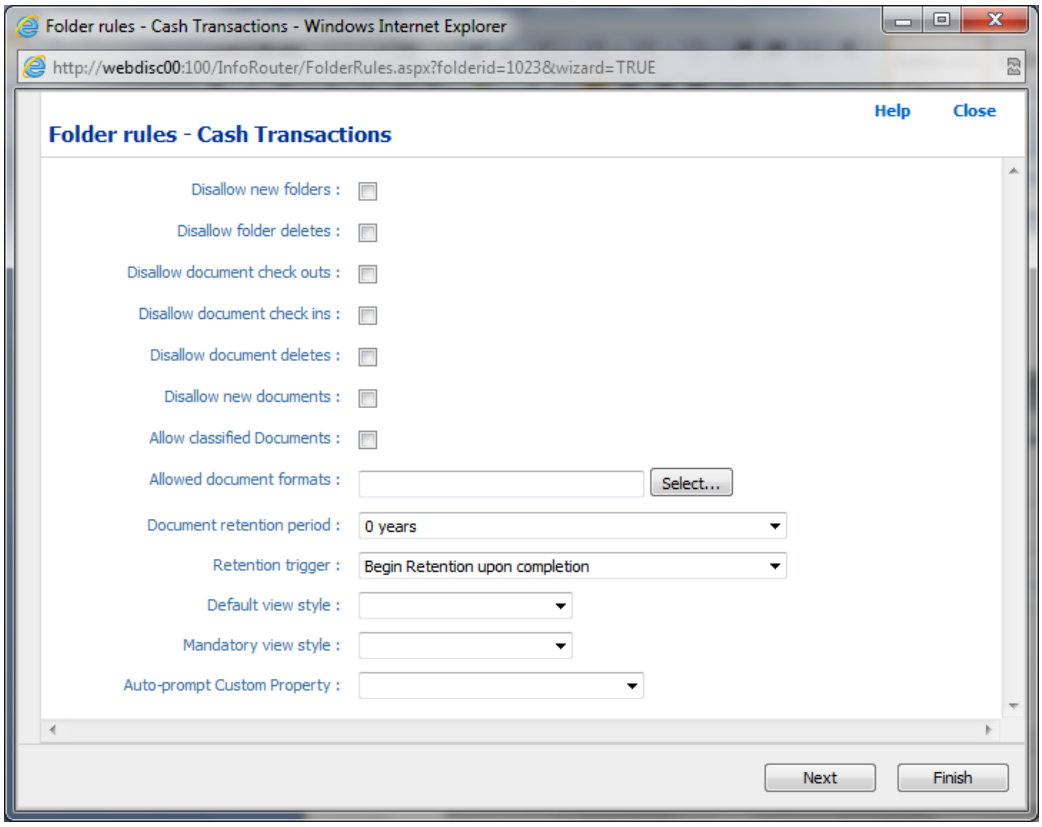
To create a folder, select the node under which you want to create the folder and click on the ‘New’ menu item in the centre content area.



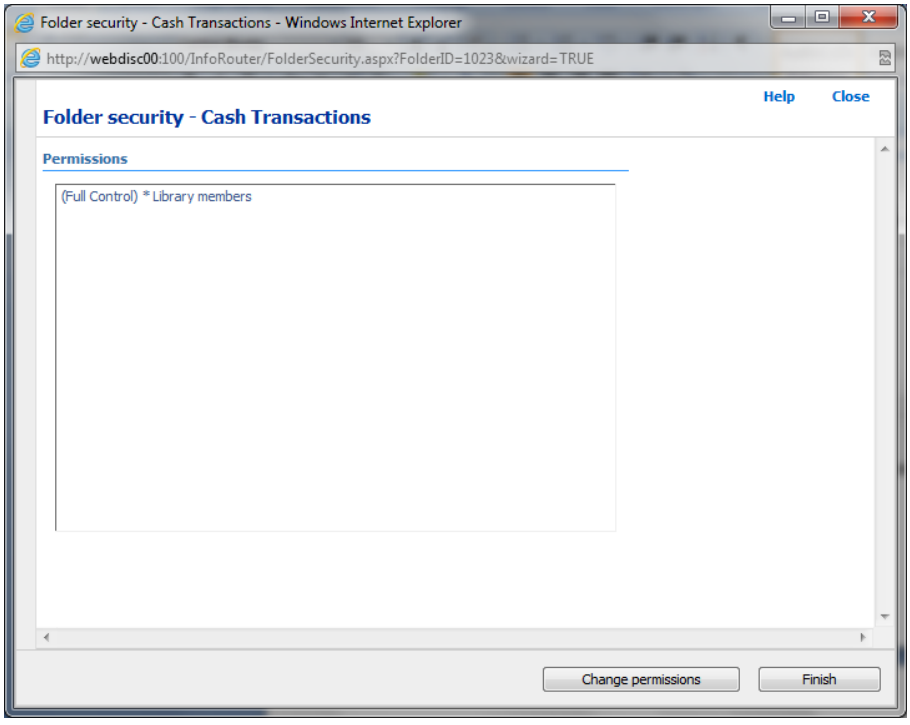
On the sub menu that pops up, select Folder. The following New Folder dialogue box is opened.



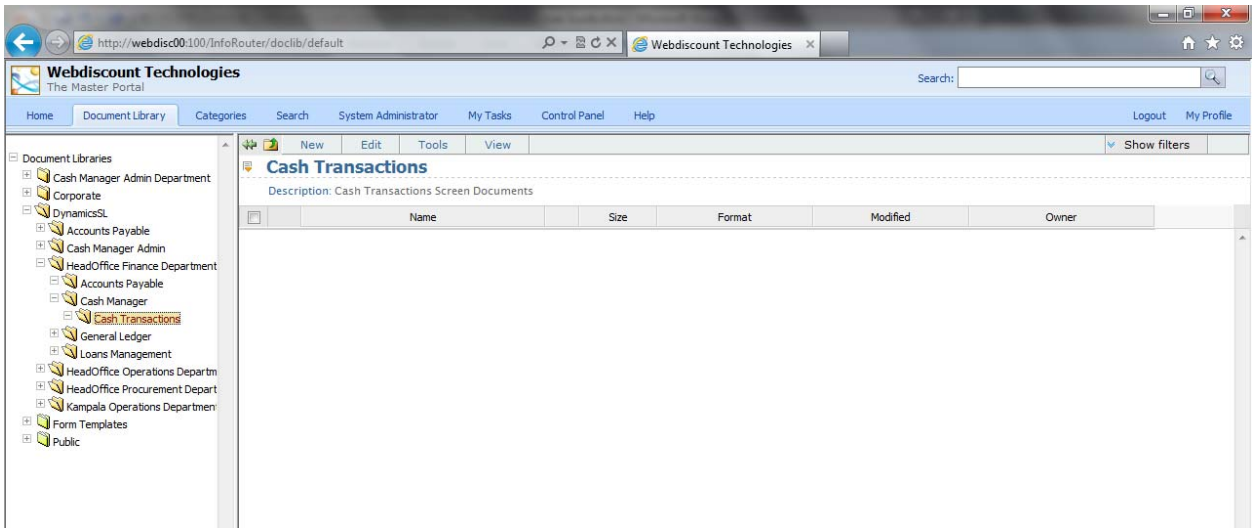
Complete the screen by entering the Folder name and Description. Click next to get additional options.



Set the options on the Rules appropriately.



Assign folder security and click finish.

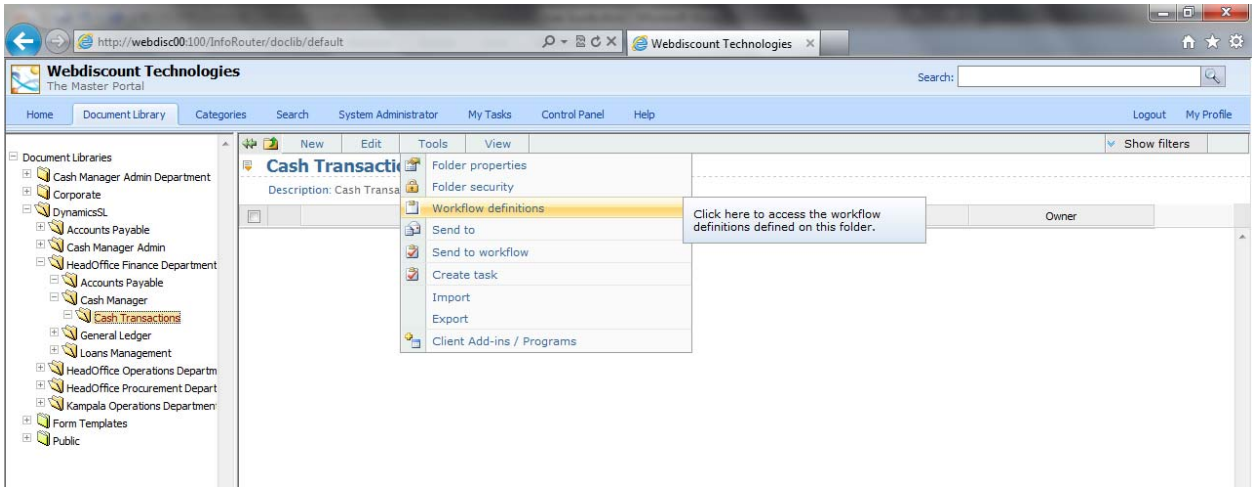


Repeat this process until you have finished creating all the necessary folders.

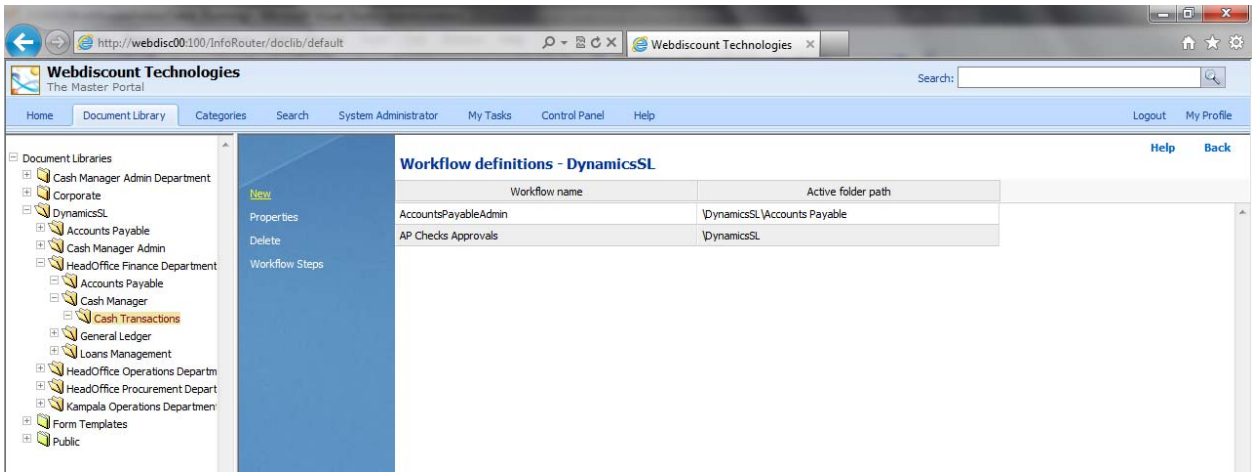
Define Folder WorkFlows.

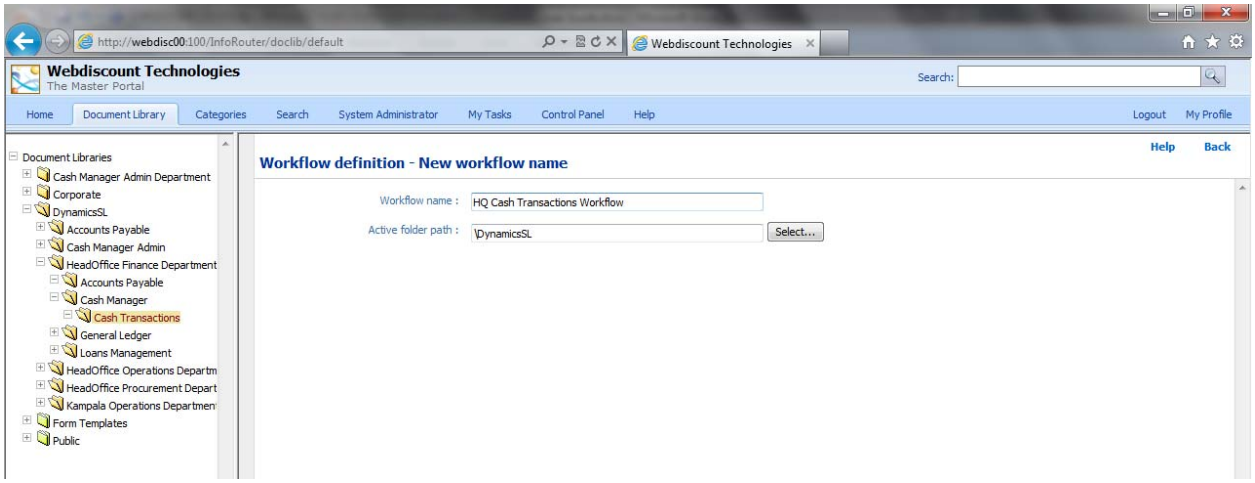
For every folder that will store documents, create a work flow that will govern documents that will be published to it. If you are following the structure above, then you need to create WorkFlow definitions for every folder at screen level.

To define a workflow on a folder, select the folder, click tools and select 'Workflow Definitions'



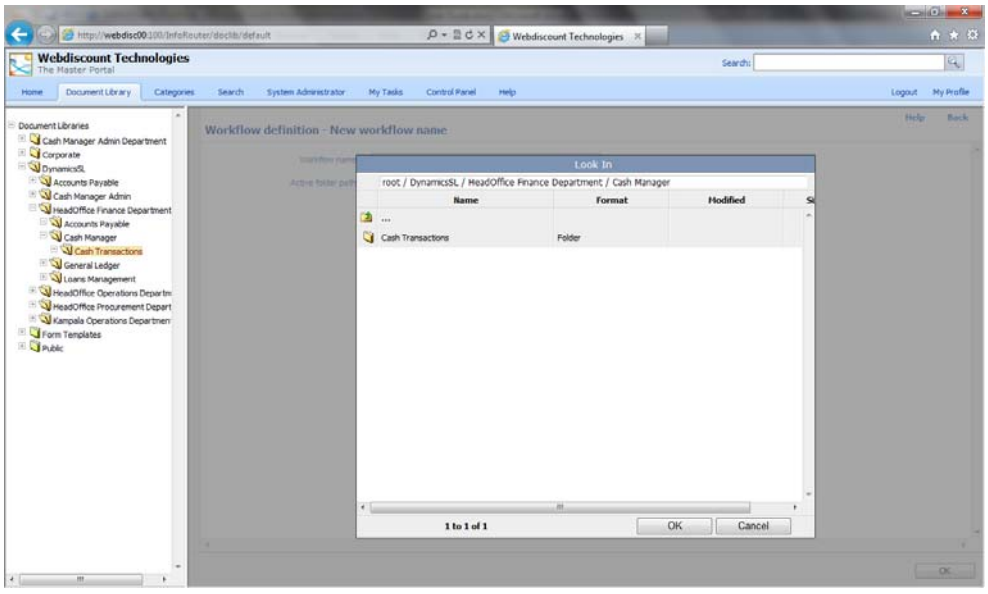
On the sub menu click 'New'



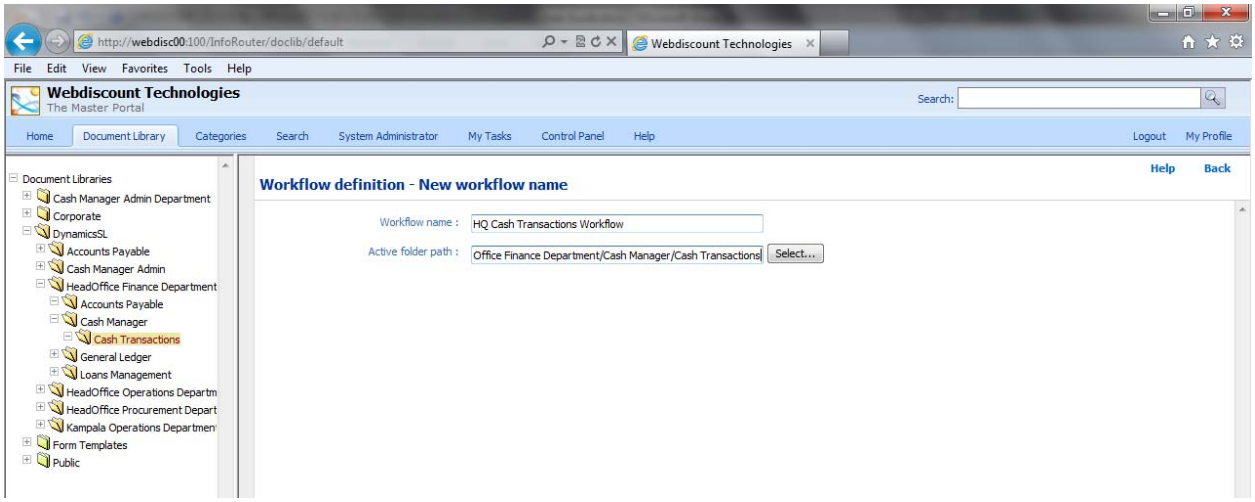


Enter a workflow name.

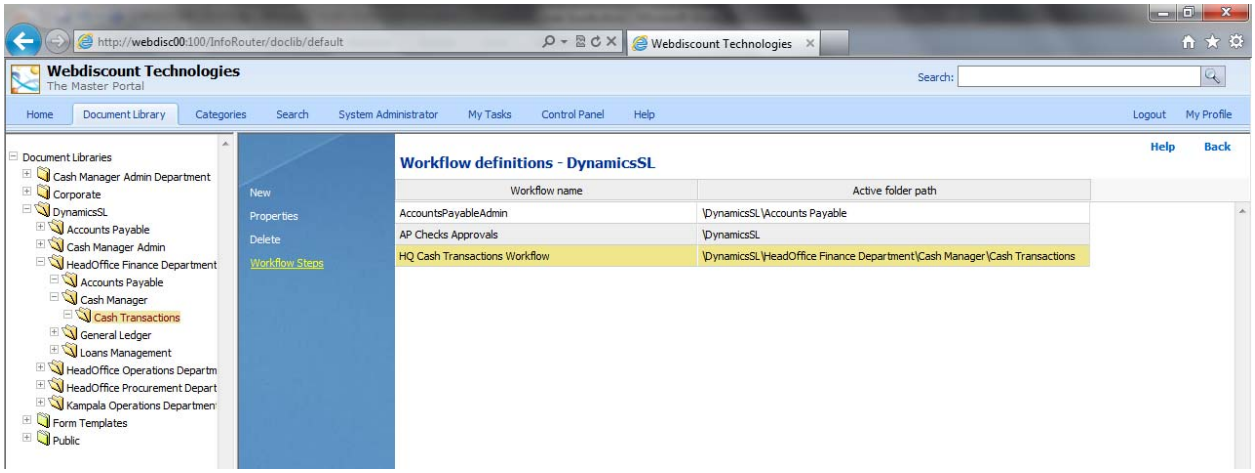
On the Active folder path field, click on select button.



Browse to the desired folder and click ok.



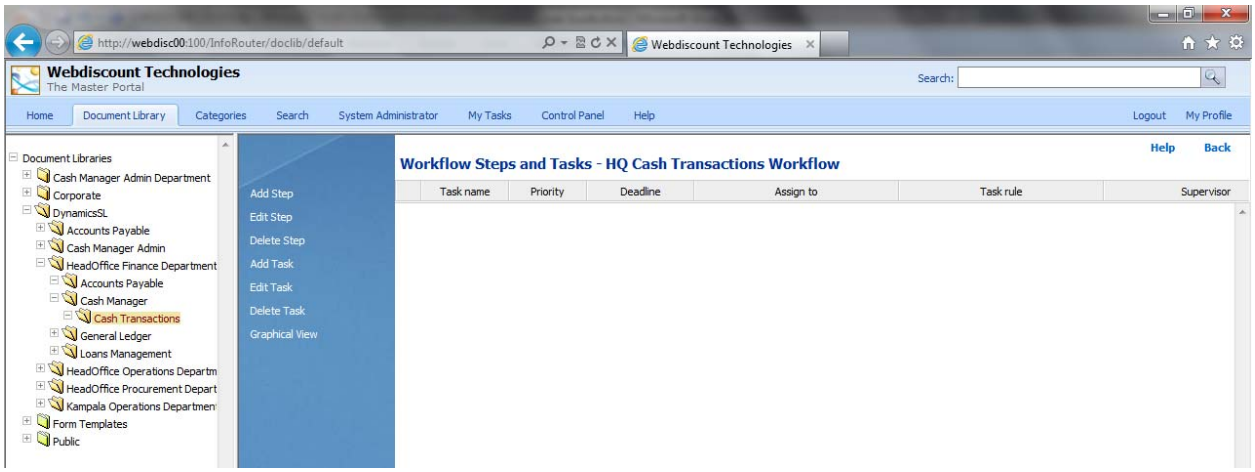
The new workflow definition is now listed.



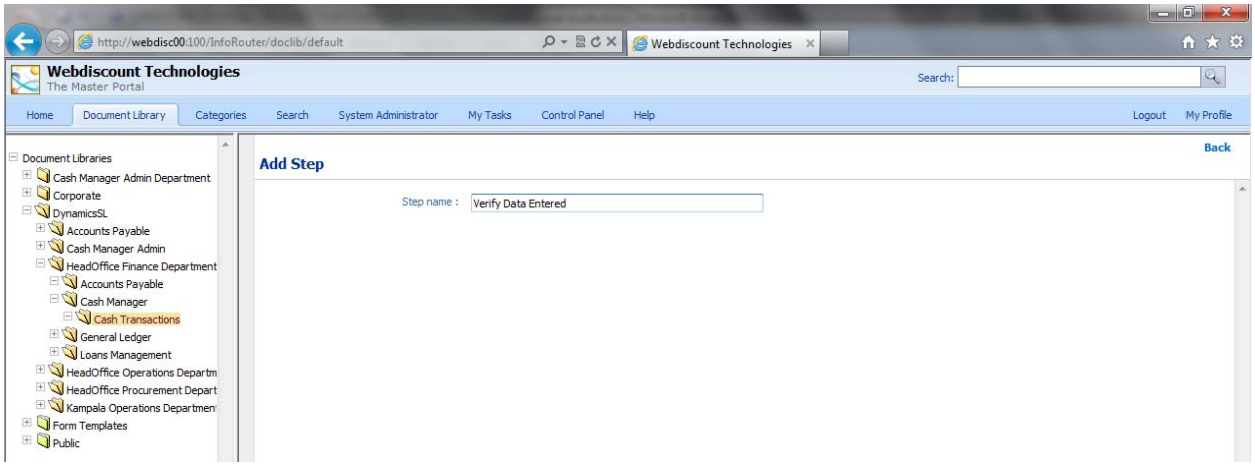
Create work flow steps.

The next step is to create work flow steps.

To create workflow steps, highlight the created workflow and click workflow steps link.

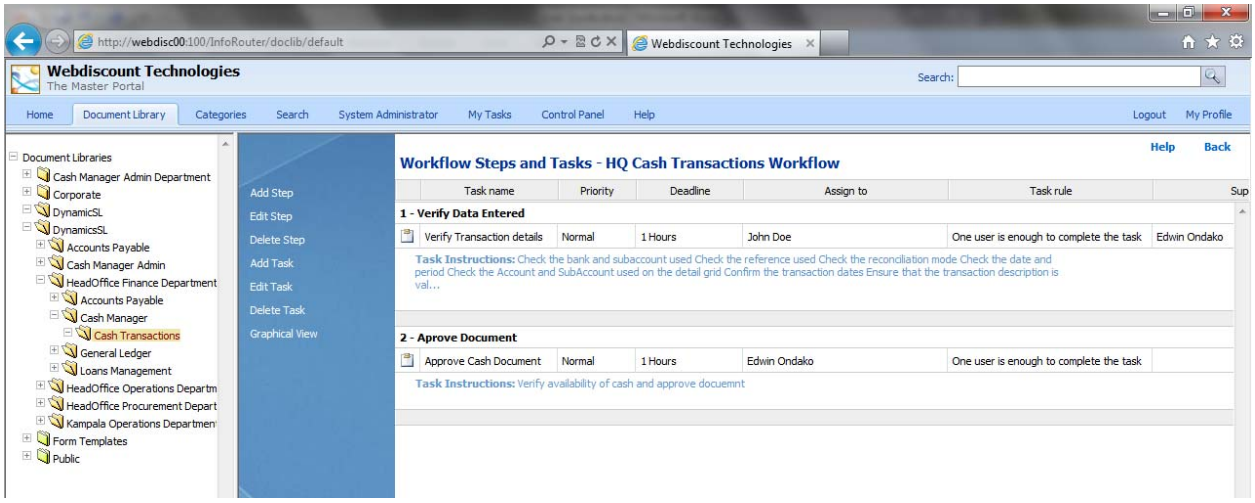


Click on 'Add Step' to launch the add step dialogue screen



Enter the name of the Step you are adding. Note that workflow steps should be created based on the sequence of events that lead to the approval of a document.

Click Ok.

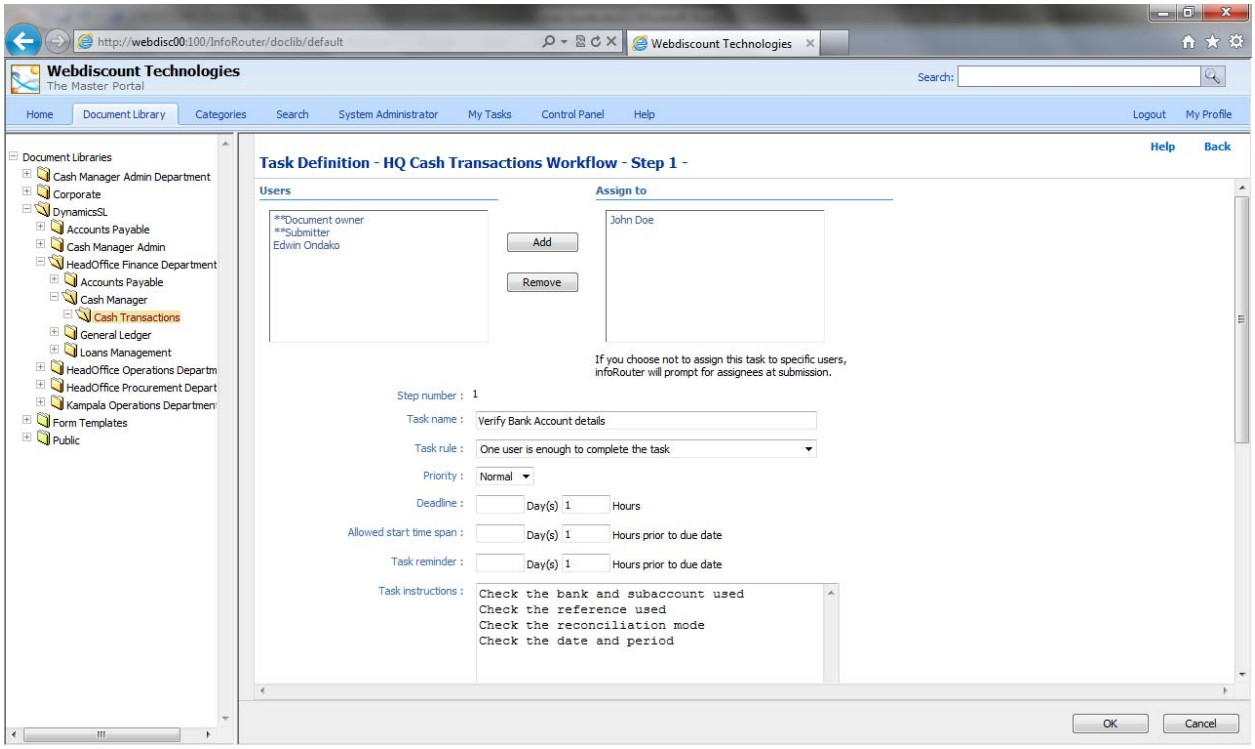


The new workflow is now listed. Create as many workflow steps as necessary. In this example, we have created a workflow with two steps.

Create Step Tasks

Next step is to create Step Tasks.

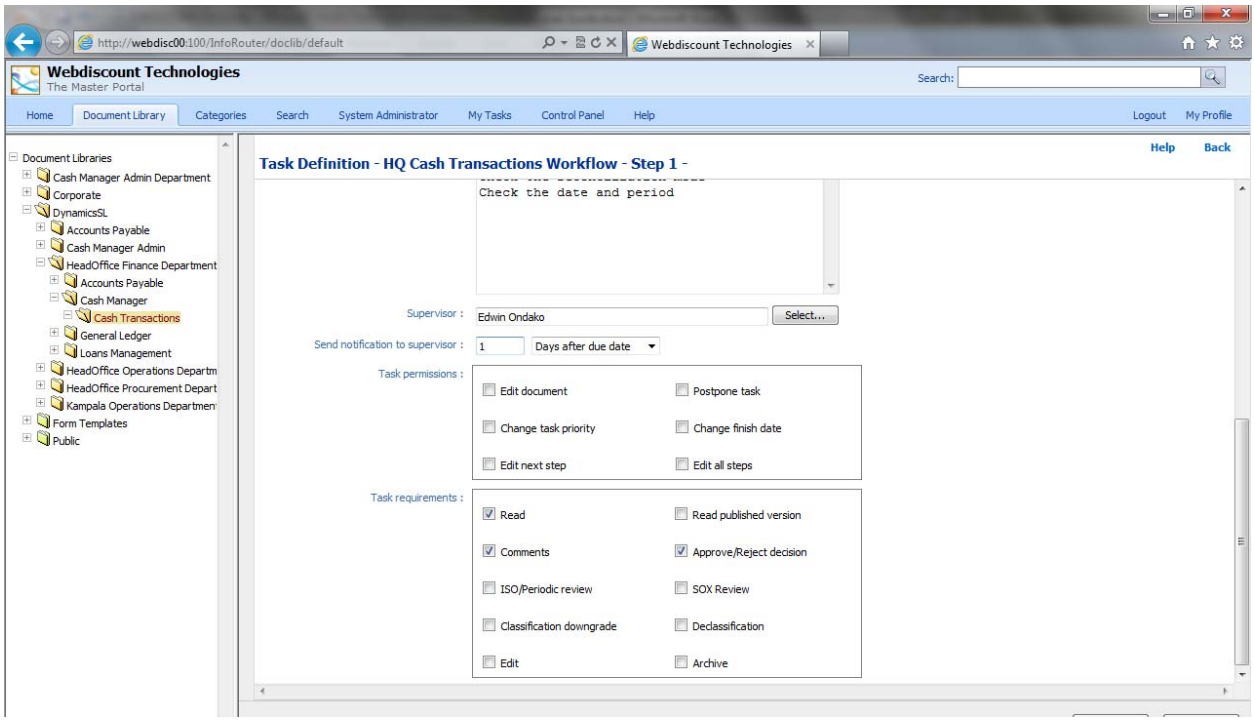
To create tasks that should be done in each step created above, highlight a step and click “add task”.



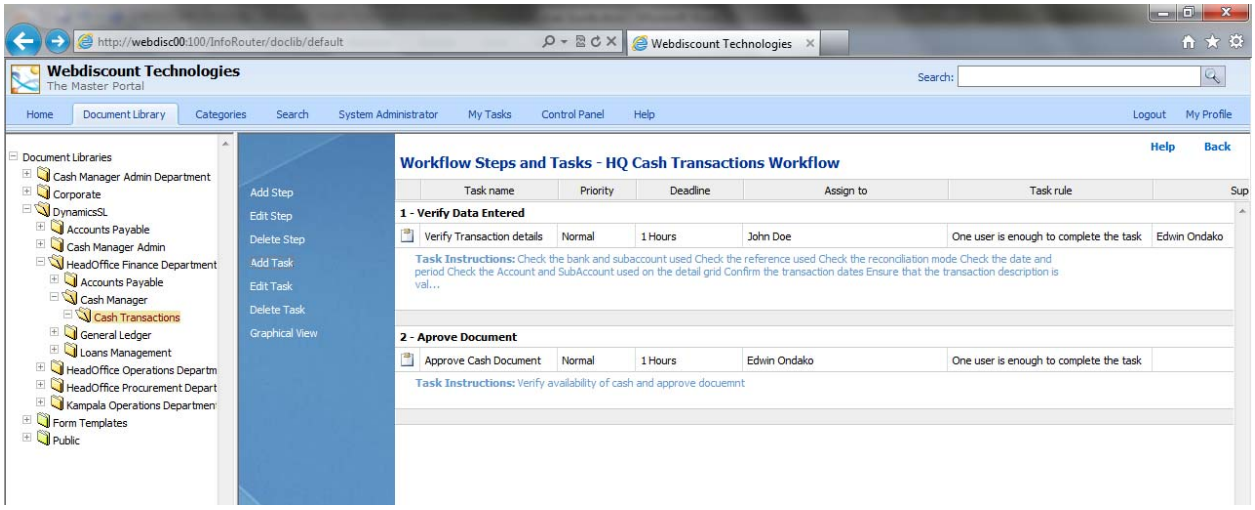
Select the person(s) to be assigned the task.

Enter the task name.

Complete the rest of the options accordingly. There should be a deliberate effort to ensure that the instructions area is as complete as possible. These instructions will guide the person completing the task.



Provide additional details on how the task should be completed. The requirements section is also of great importance as it will control the actions that are necessary in ensuring that the task is complete. For example, if 'Read' is checked, it will require that for this task, the document must be opened before the task can be marked as complete.



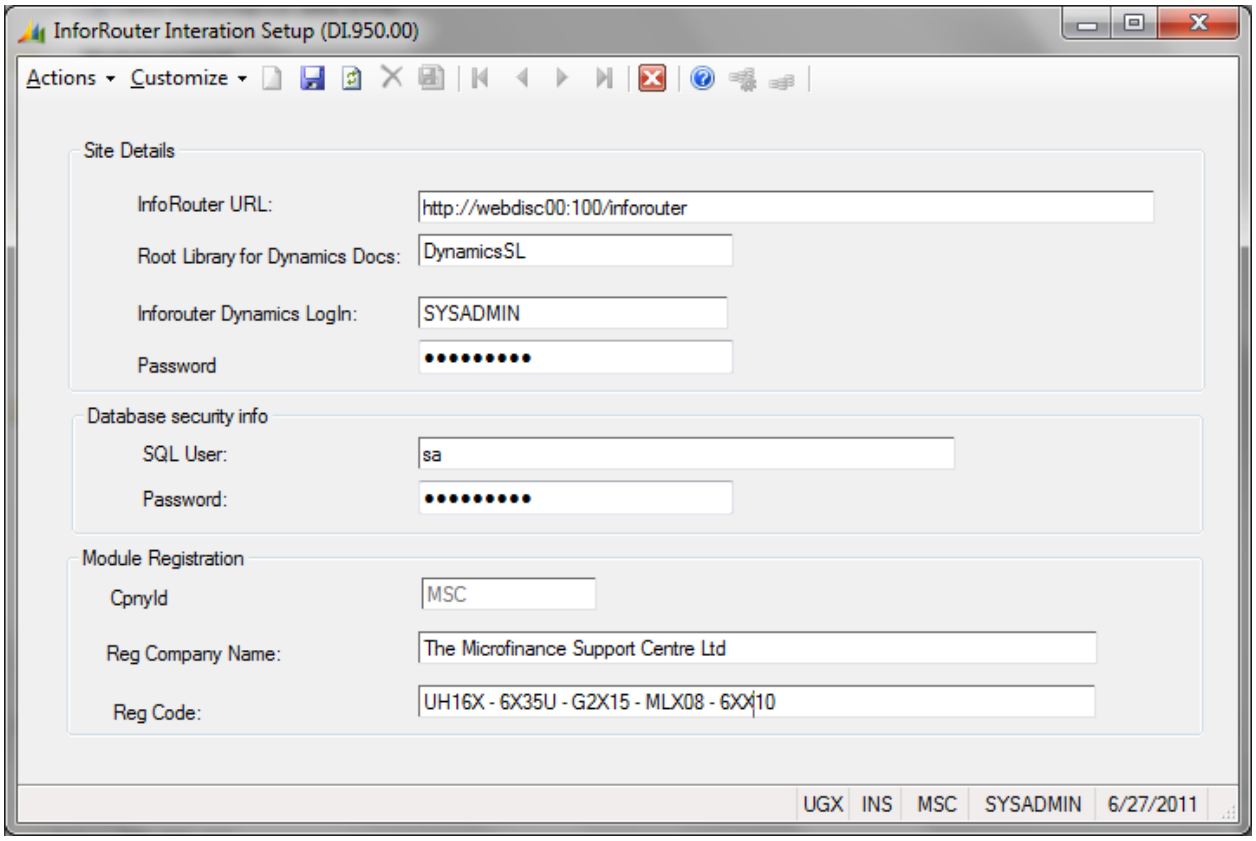
Create all the tasks as required for the step.

Repeat this for all tasks.

Setting up Dynamics SL

Setup screen

Before starting to use the Dynamics InfoRouter Integration, the setup screen must be completed.



Enter the URL used to access infoRouter. The URL entered here must be valid. The system will validate it upon saving. Should you encounter a problem, review the error messages that might be displayed and correct the setup.

Enter the default Dynamics Library. To complete this task, you must have created the required Library while preparing the infoRouter in the previous sections.

Enter the login that will be used by Dynamics to log into infoRouter at system level. It is advisable that you create a specific user account using infoRouter authentication that will be dedicated for this purpose. The user account must have administrative rights to the Root folder specified above and all the sub folders under it.

In the Database security info, enter a log in to be used to the sql database.

In module Registration, enter the Company and Reg Code to activate the module.

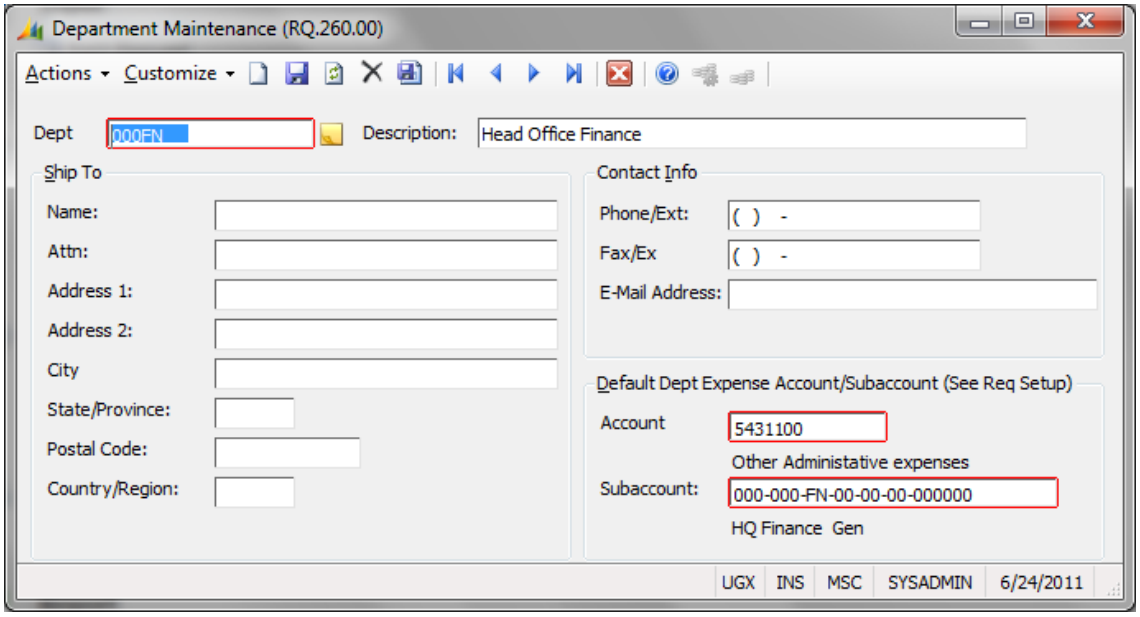
Save the record.

Maintenance Options

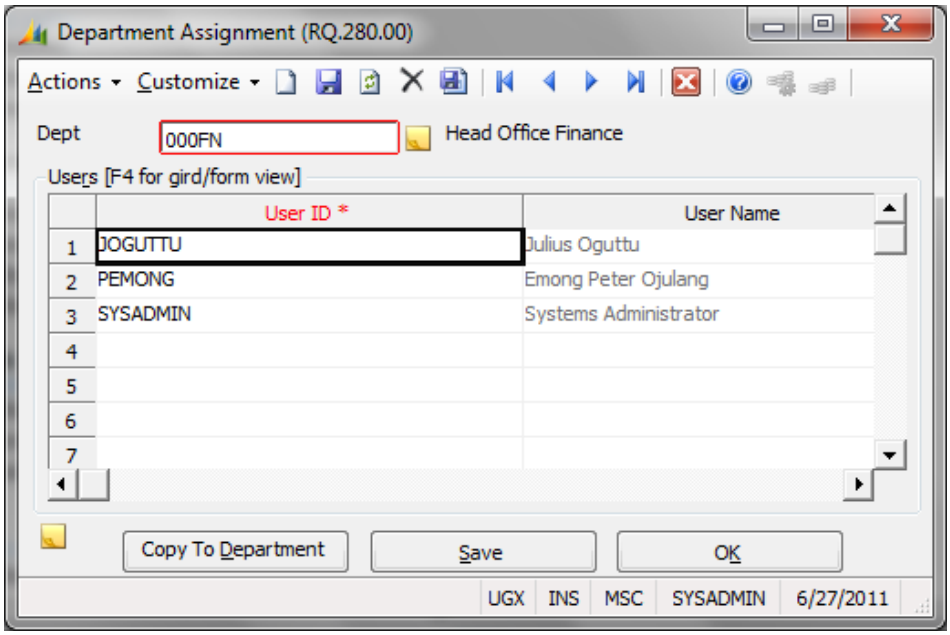
Dynamics InfoRouter uses the Requisitions Module for some of the maintenance tasks. It relies on two important screens; the Department maintenance screen and department assignment screen.

Departments

Use the department maintenance screen to setup all the departments. These departments will be used during the publishing process to identify the correct workflow for the specified department.

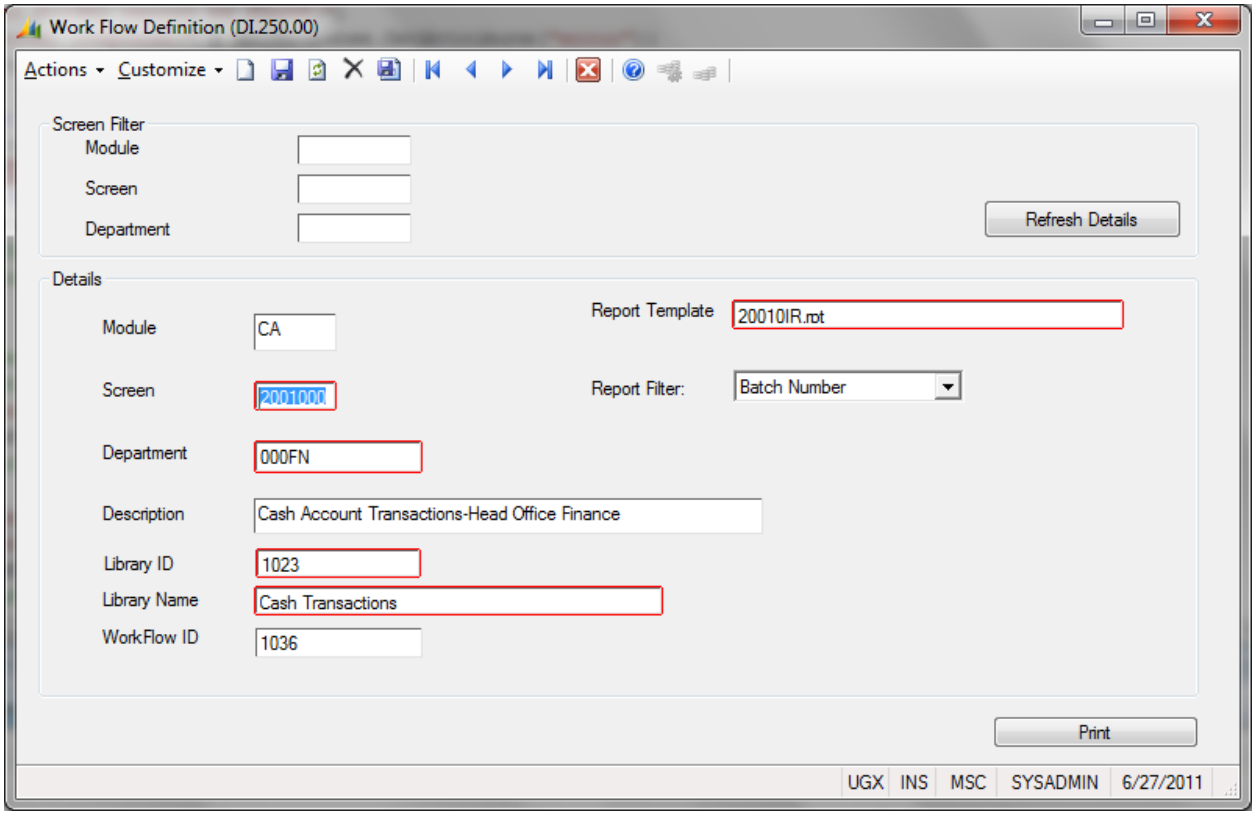


Use the department assignments screen to assign users to their respective departments. Users will be able to select only departments that they belong to.



Workflow definitions

Next, maintain the Workflow definitions.



The workflow definitions screen is designed to setup screens, departments, libraries and workflows that govern each screen/department combination. To complete the workflow definition screen,

Optionally select the module in the filter section. This will help filter the list of screens to be selected in the detail area to those from that particular module only.

In the detail area;

Select the Screen number

Select the department

Enter a description. By default, the name of the screen and department name is populated.

Select the library id. This is picked from InfoRouter library definition codes

Enter the library name. This defaults from the InfoRouter library name for the selected folderid. Note that this name must exist as it is in InfoRouter. Otherwise you will receive an error message should you type in the wrong name. It is advisable that you leave the default name.

If the default library name is correct, then the WorkFlowID is defaulted from the InfoRouter Server. Should you overwrite this workflow id, ensure that the new workflow id exists in InfoRouter.

Enter the report template to be used to publish the report. Note that this report template must

1. exist in the usr_rpts folder
2. not have any ROI field names that it will require at runtime.
3. It must have its file extension specified.

The parameters used for the filters are 'BatNbr' for batch number filtering and 'RefNbr' for reference number filtering

In report filtering dropdown, select the filtering level for select records to be published from the selected screen. For example, if the screen is Cash Transactions Screen, each transaction is defined by the batch number. So the Report Filter selected for this screen is Batch. However, for screens such as Vouchers and Adjustments where transaction documents and be selected by reference number, then Batch and Reference number can be selected.

Repeat these for all the screens that you will be publishing to infoRouter libraries.

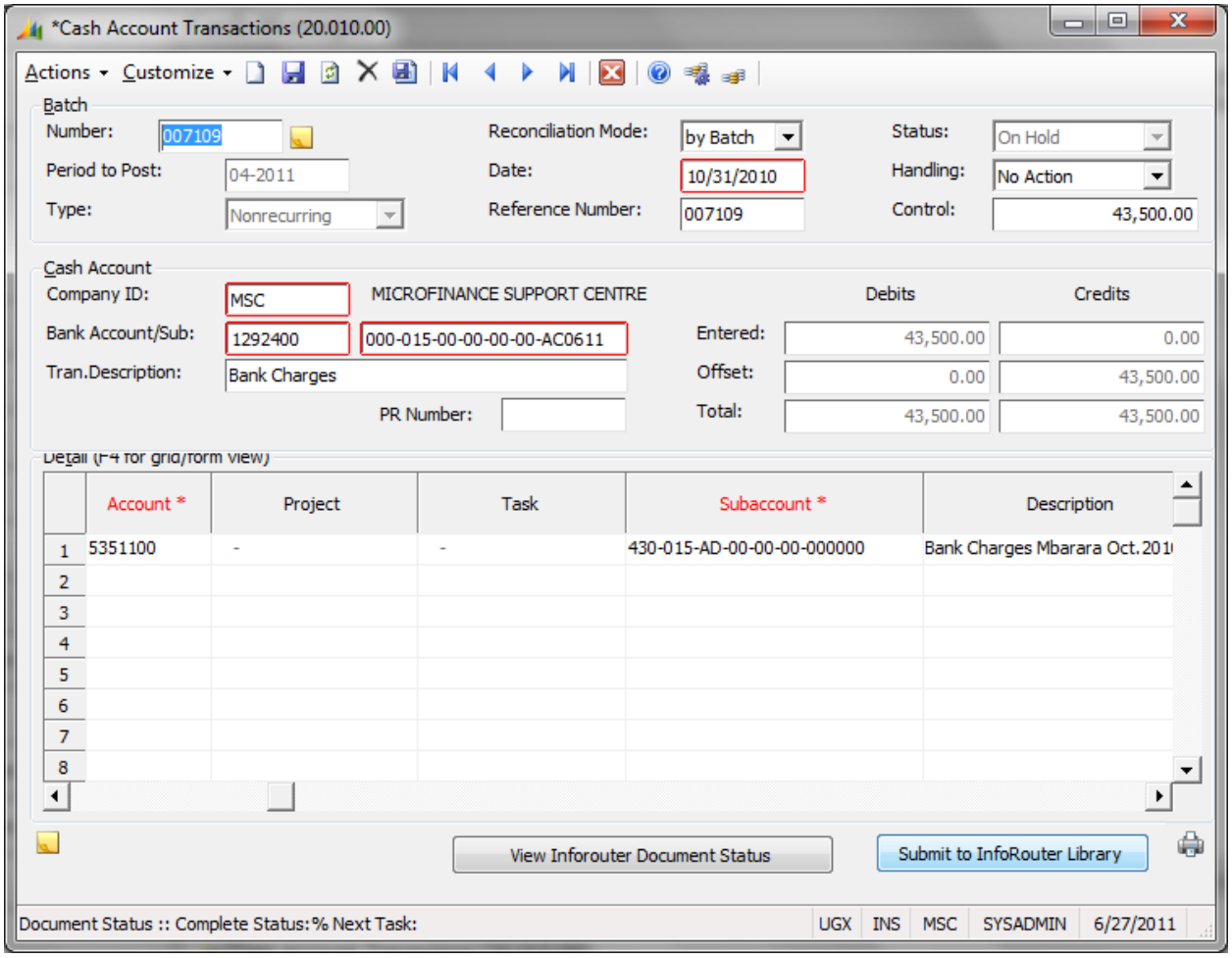
Publishing to InfoRouter

Once all the maintenance tasks are complete, integrated screens can now be used to publish documents to infoRouter libraries. In this manual, Cash Transactions Screen is used for illustrations.

Publish

To publish a document to infoRouter;

Enter or open an existing batch.



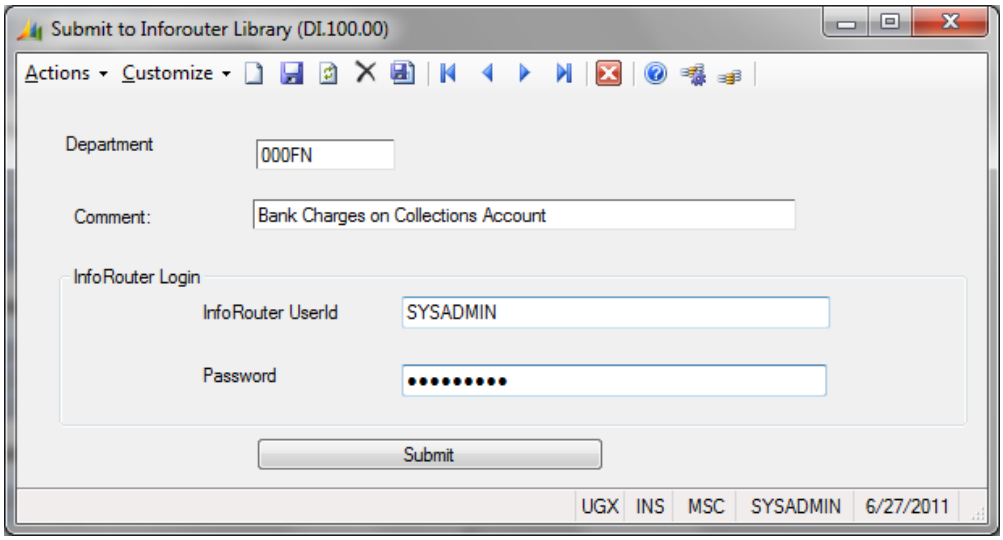
Click on the 'Submit to InfoRouter library' button at the bottom of the screen.

The Submit to InfoRouter Library screen (DI.100.00) appears.

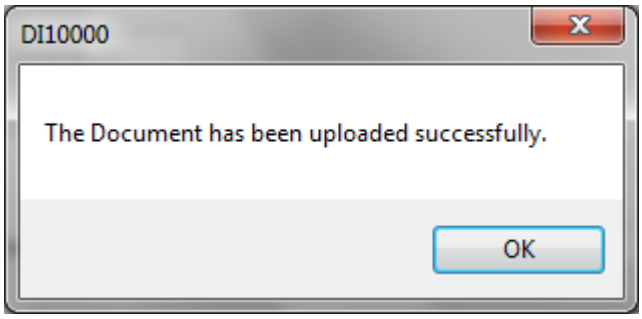
On the Department field, press F3. Note that only departments that the user is assigned to will appear in the PV list.

Enter a comment for this document being published.

Enter your log-in credentials to InfoRouter server.

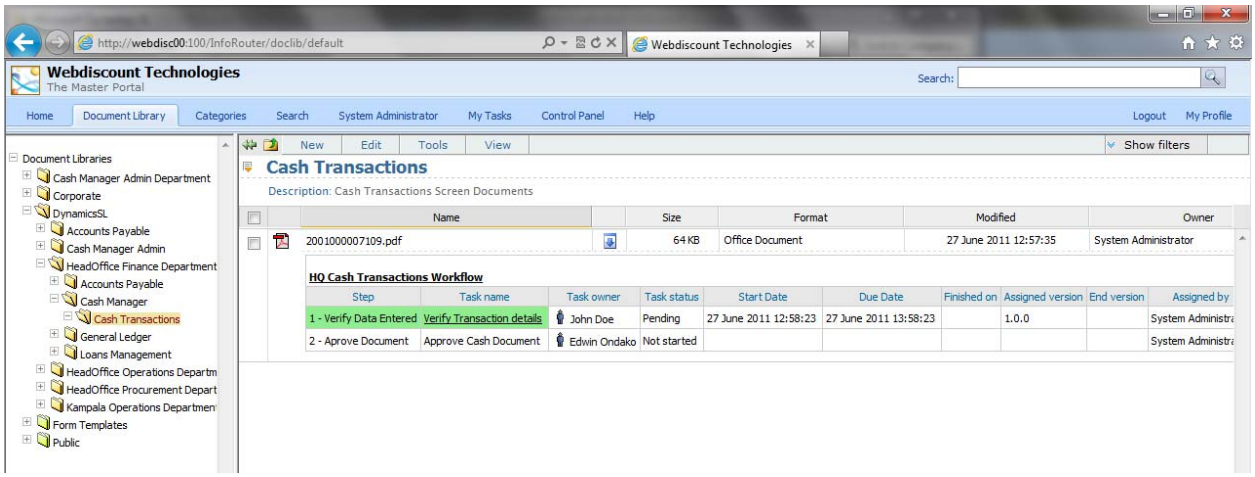


If the document is successfully published you will get the following message.



To confirm that the document has been published, log into the infoRouter site and check the documents area.

In our case, the document can be seen as below.



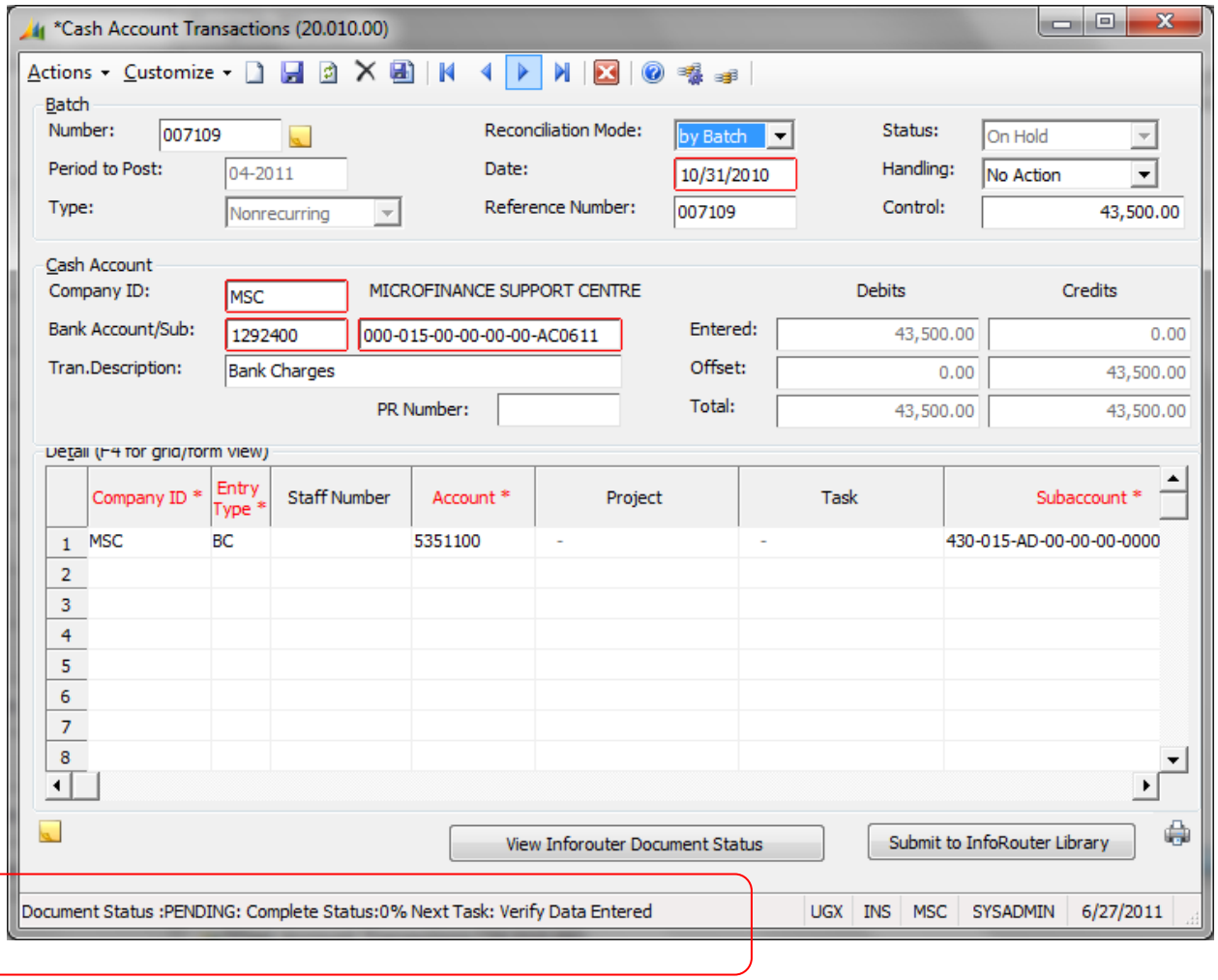
Note that the document is published in the folder that was specified in the WorkFlow definition screen for the Cash Transactions screen.

Also note that is have been assigned to the user who is supposed to do the first task automatically as was specified during the creation of workflow definitions.

The status is pending.

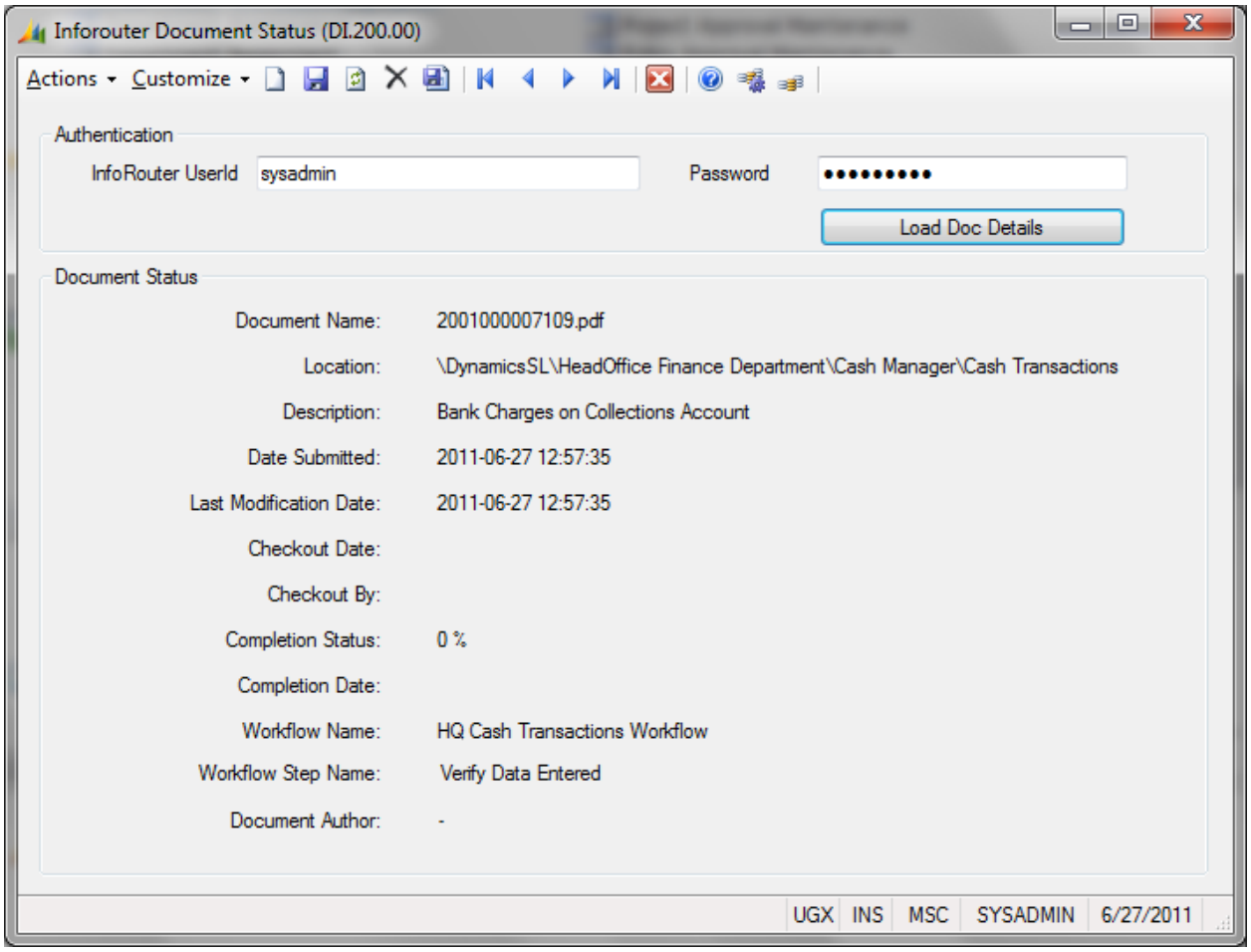
Tracking Status

Now in Dynamics, if we refresh the batch (Close the batch if you had not yet closed and open the batch again), we see that the status of the document in infoRouter is indicated in the status bar. In this case it shows that the next task is 'Verify Data Entered'.



To get more detailed status view, click on the 'View InfoRouter Document Status' button at the bottom of the screen.

On the Status screen, enter your login details to infoRouter and click 'Load Details'

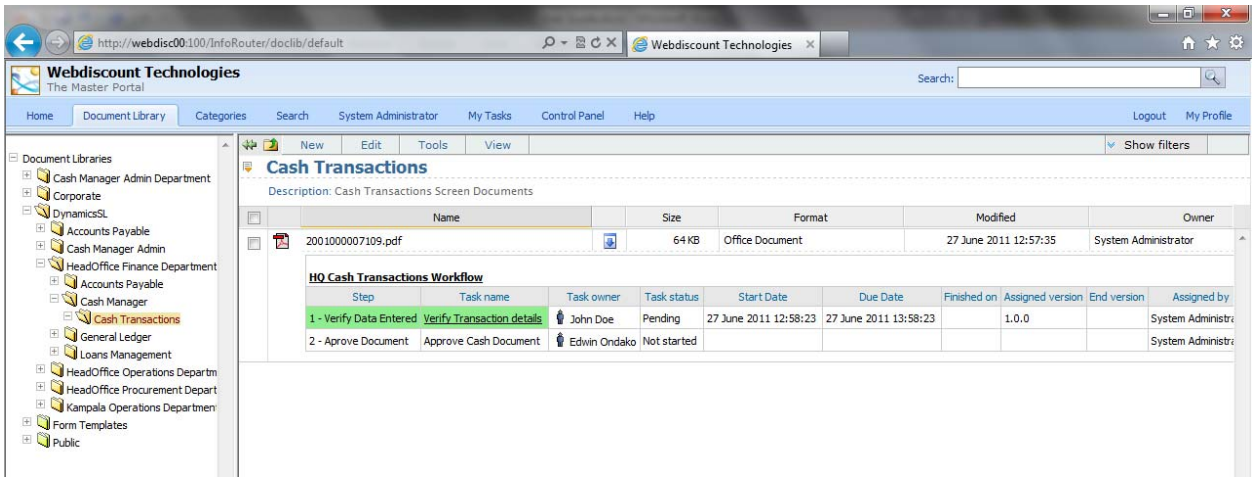


Note: If you do not have access to the folder containing this document, then you will not be able to view the details.

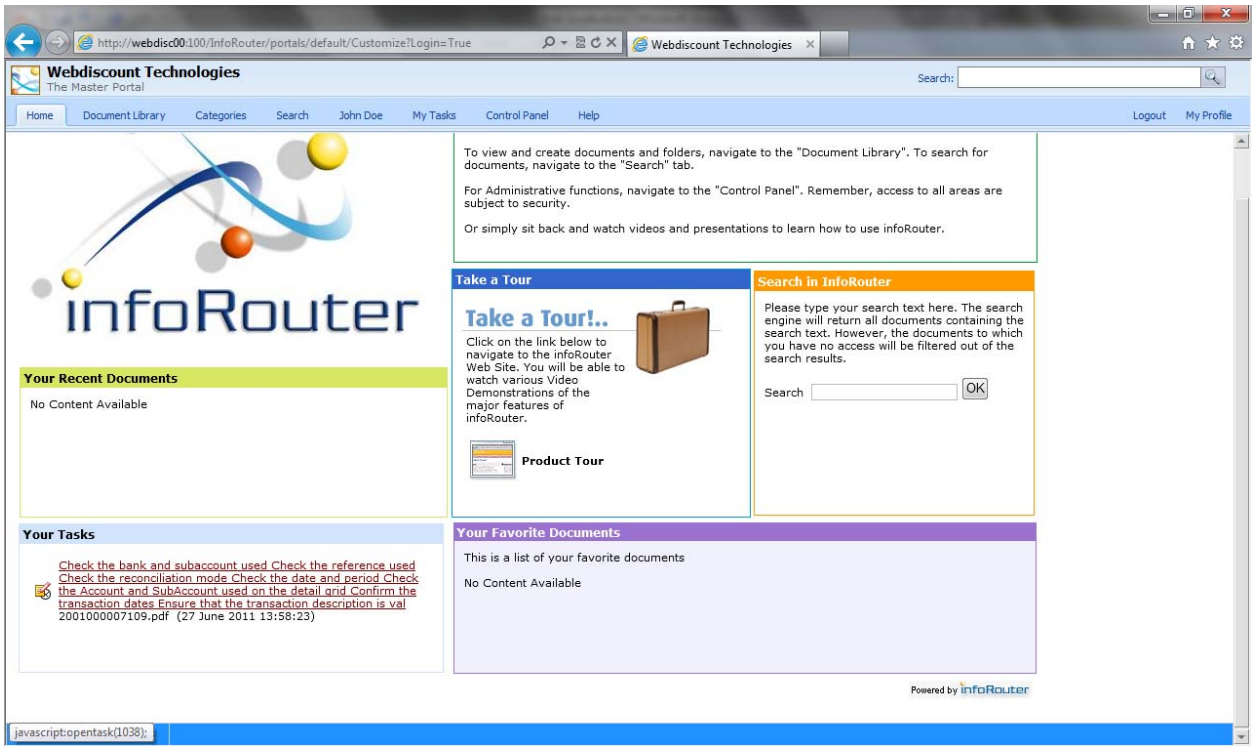
Completing the Workflow Tasks

If we go back to infoRouter, we note that the document has been assigned to John Doe automatically because of the workflow assigned to that folder. To complete the tasks, John Doe must log into

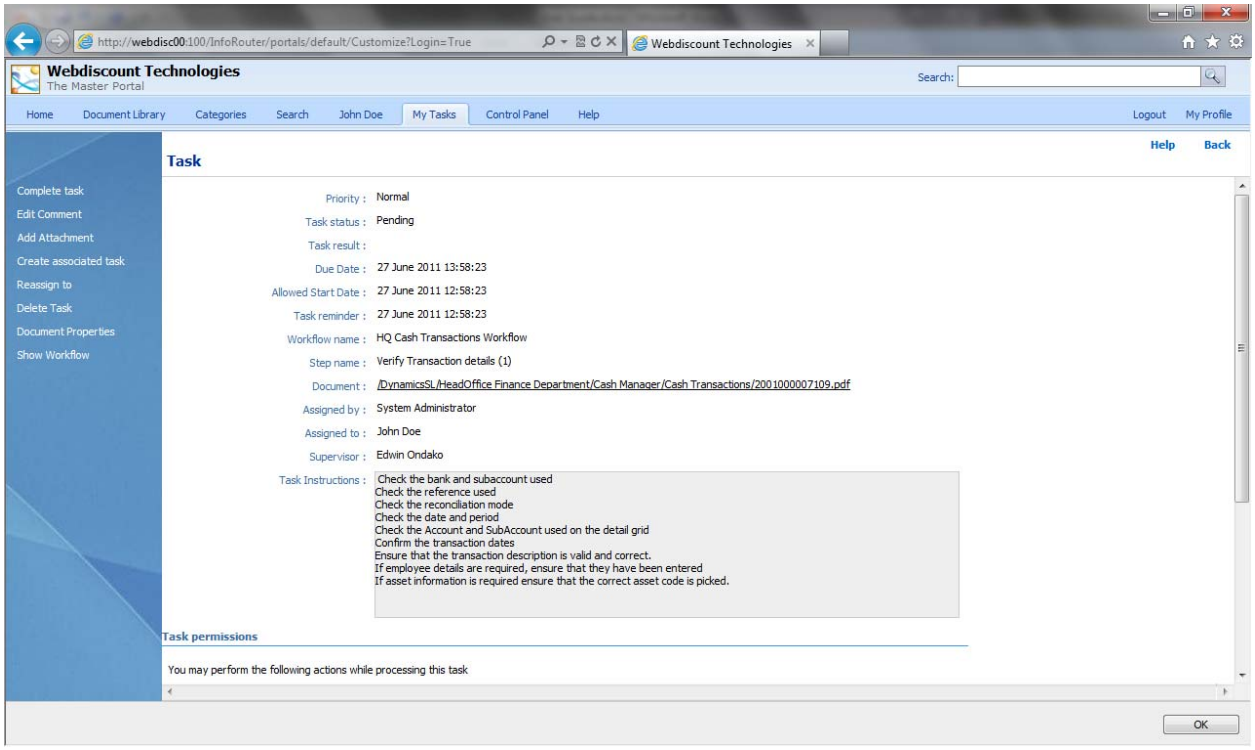
infoRouter and complete the tasks assigned to him.



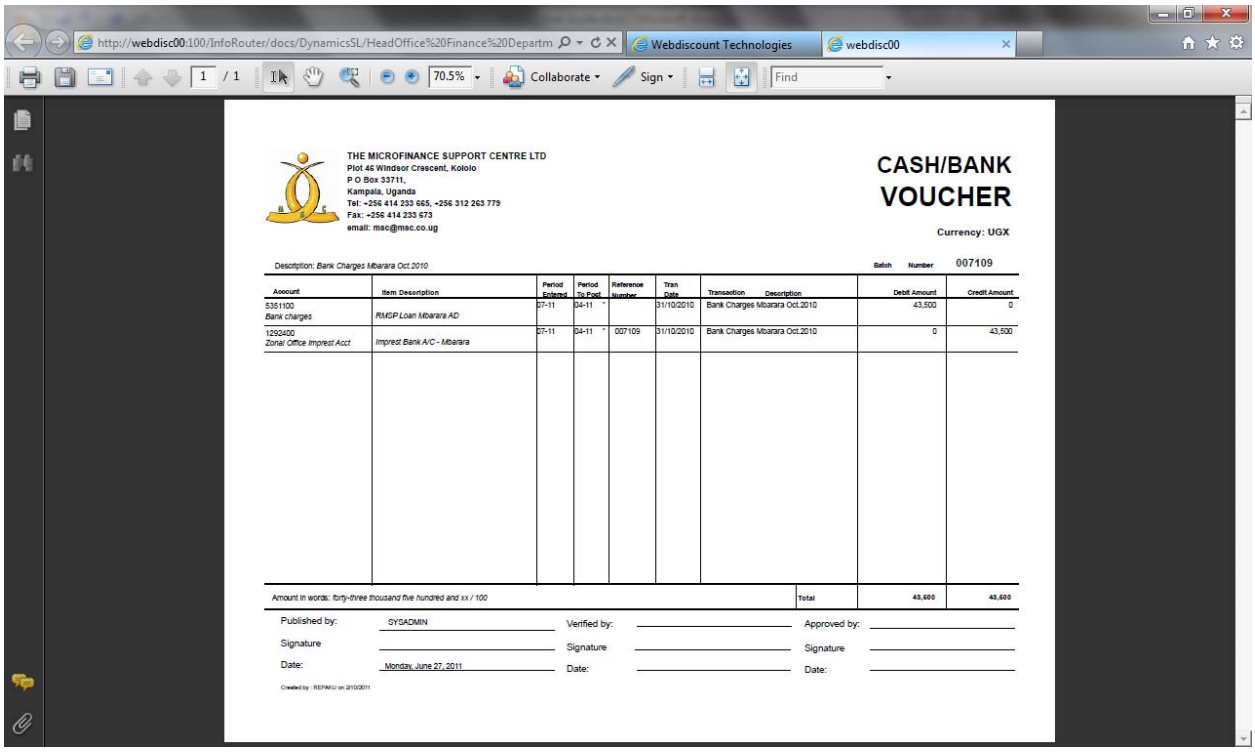
When John Doe logs into infoRouter, the assignments will be listed on his home page under 'Your Tasks' main section or on 'My Tasks'.


http://webdisc00:100/InfoRouter/portals/default/Customize?Login=True
Webdiscount Technologies
Webdiscount Technologies
The Master Portal
Search:
Home
Document Library
Categories
Search
John Doe
My Tasks
Control Panel
Help
Logout
My Profile
infoRouter
To view and create documents and folders, navigate to the "Document Library". To search for documents, navigate to the "Search" tab.
For Administrative functions, navigate to the "Control Panel". Remember, access to all areas are subject to security.
Or simply sit back and watch videos and presentations to learn how to use infoRouter.
Take a Tour
Take a Tour!..
Click on the link below to navigate to the infoRouter Web Site. You will be able to watch various Video Demonstrations of the major features of infoRouter.
Product Tour
Search in InfoRouter
Please type your search text here. The search engine will return all documents containing the search text. However, the documents to which you have no access will be filtered out of the search results.
Search
OK
Your Recent Documents
No Content Available
Your Tasks
Check the bank and subaccount used Check the reference used Check the reconciliation mode Check the date and period Check the Account and SubAccount used on the detail grid Confirm the transaction dates Ensure that the transaction description is val
2001000007109.pdf (27 June 2011 13:58:23)
Your Favorite Documents
This is a list of your favorite documents
No Content Available
Powered by infoRouter
javascript:opentask(1038);

John Doe can complete the task assigned to him by clicking on the link to the task. This opens the task window that shows more details about the task. Note that the task instructions are also displayed.

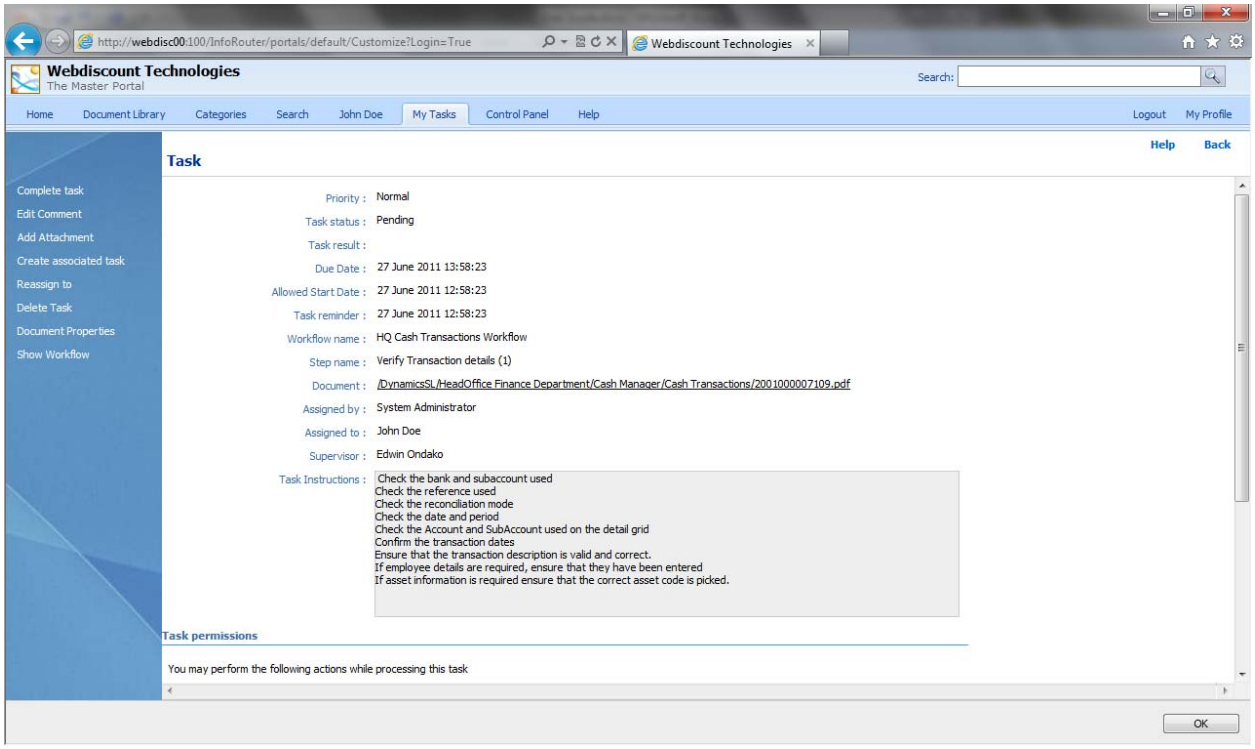


On the right panel, one can opt to do any one of the several tasks listed, including completing the task. But since in the workflow tasks, 'Read' was one of the key tasks that must be completed, click on the document link to open the published document for reading.

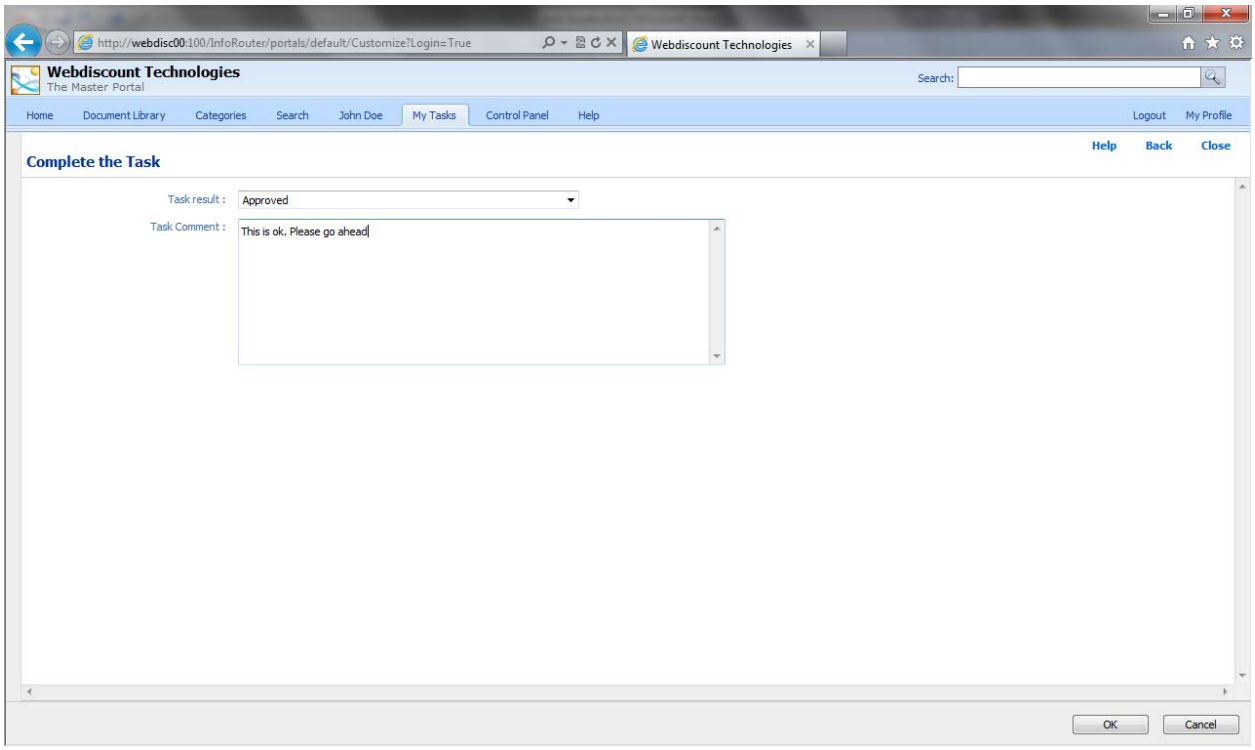


You can close the open document after reviewing.

To complete the task, click on the complete task link.

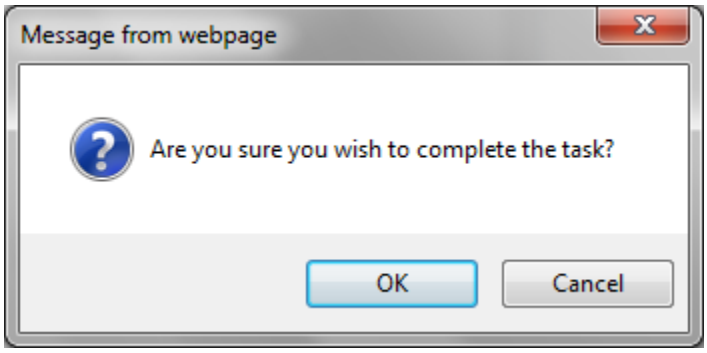


The complete the Task dialogue windows is opened.



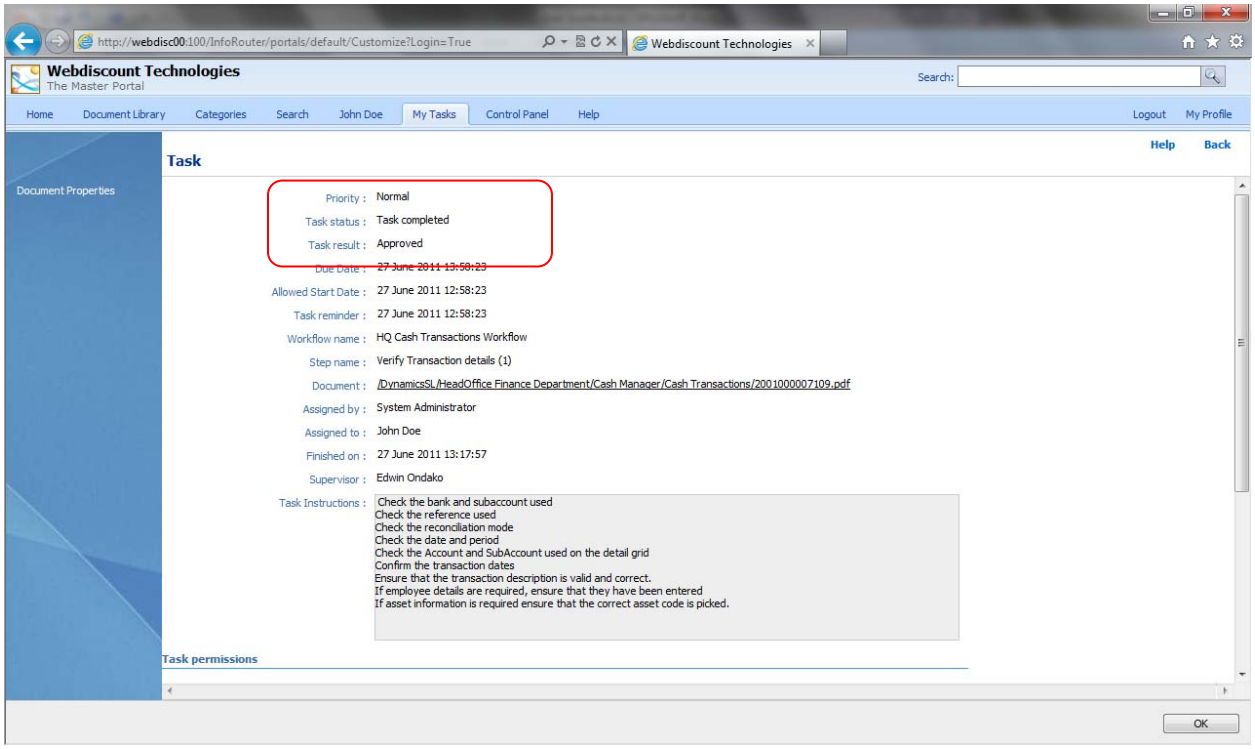
Note that the tasks options available on this screen are dependent on the workflow definition for the tasks.

Click on to complete the task



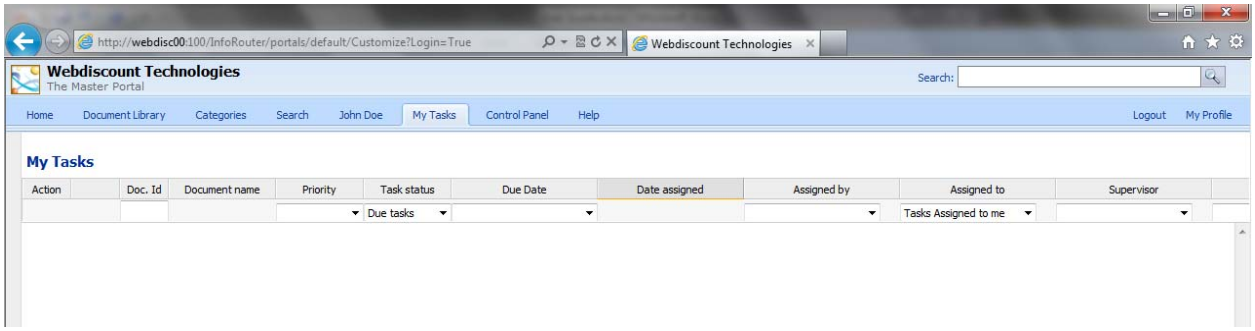
Click OK to accept.

Task status is now complete

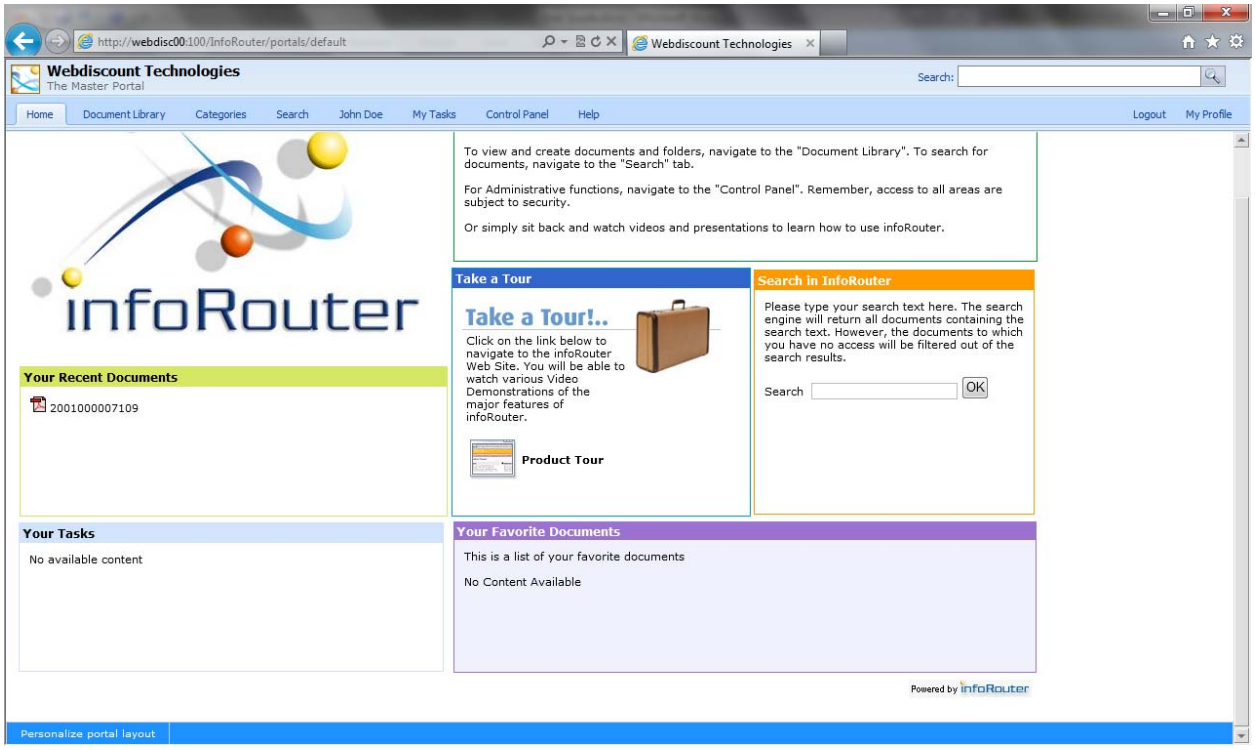

Webdiscount Technologies
The Master Portal
Search:
Home
Document Library
Categories
Search
John Doe
My Tasks
Control Panel
Help
Logout
My Profile
Help
Back
Task
Document Properties
Priority : Normal
Task status : Task completed
Task result : Approved
Allowed Start Date : 27 June 2011 12:58:23
Task reminder : 27 June 2011 12:58:23
Workflow name : HQ Cash Transactions Workflow
Step name : Verify Transaction details (1)
Document : /DynamicsSL/HeadOffice Finance Department/Cash Manager/Cash Transactions/2001000007109.pdf
Assigned by : System Administrator
Assigned to : John Doe
Finished on : 27 June 2011 13:17:57
Supervisor : Edwin Ondako
Task Instructions :
Check the bank and subaccount used
Check the reference used
Check the reconciliation mode
Check the date and period
Check the Account and SubAccount used on the detail grid
Confirm the transaction dates
Ensure that the transaction description is valid and correct.
If employee details are required, ensure that they have been entered
If asset information is required ensure that the correct asset code is picked.
Task permissions
OK

To verify that the task has been completed successfully,

1. Click on ‘My Tasks’ menu. Task list for John Doe is now cleared of this task. (Note to view all tasks, one can change the Task Status column filter to ‘All’)



2. And recent document list updated on home page


http://webdisc00:100/InfoRouter/portals/default
Webdiscount Technologies
Webdiscount Technologies
The Master Portal
Search:
Home
Document Library
Categories
Search
John Doe
My Tasks
Control Panel
Help
Logout
My Profile
infoRouter
To view and create documents and folders, navigate to the "Document Library". To search for documents, navigate to the "Search" tab.
For Administrative functions, navigate to the "Control Panel". Remember, access to all areas are subject to security.
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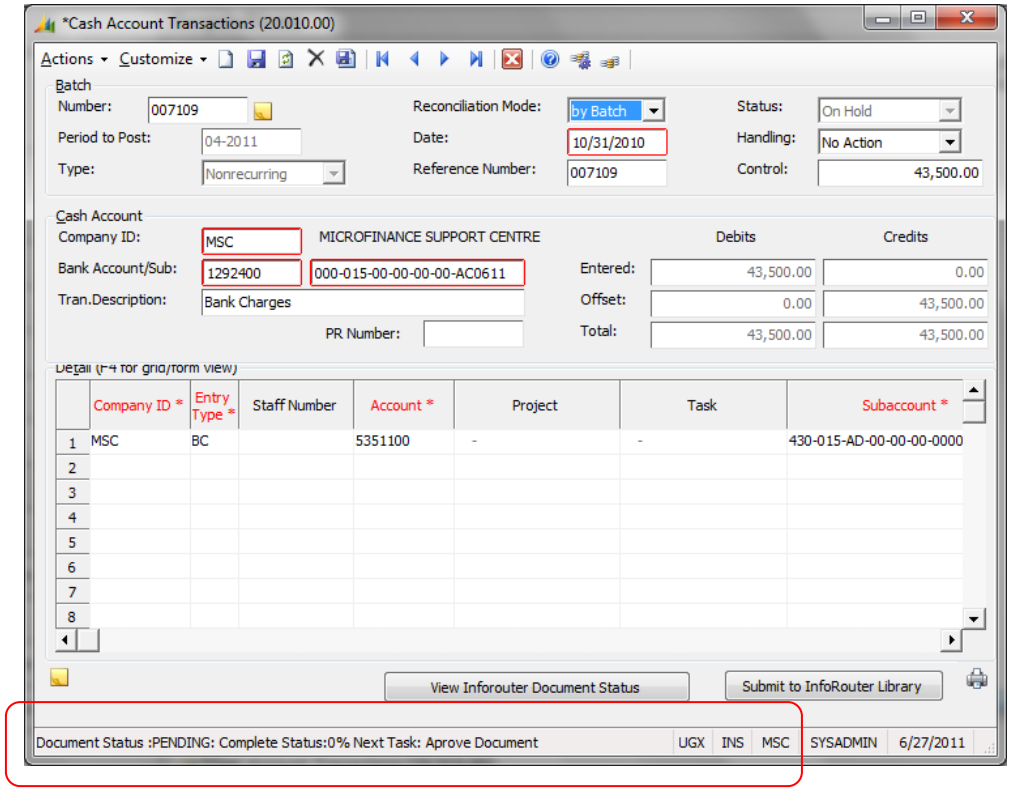
Take a Tour
Take a Tour!..
Click on the link below to navigate to the infoRouter Web Site. You will be able to watch various Video Demonstrations of the major features of infoRouter.
Product Tour
Search in InfoRouter
Please type your search text here. The search engine will return all documents containing the search text. However, the documents to which you have no access will be filtered out of the search results.
Search
OK
Your Recent Documents
2001000007109
Your Tasks
No available content
Your Favorite Documents
This is a list of your favorite documents
No Content Available
Powered by infoRouter
Personalize portal layout

3. If we check the status of the batch in Dynamics SL

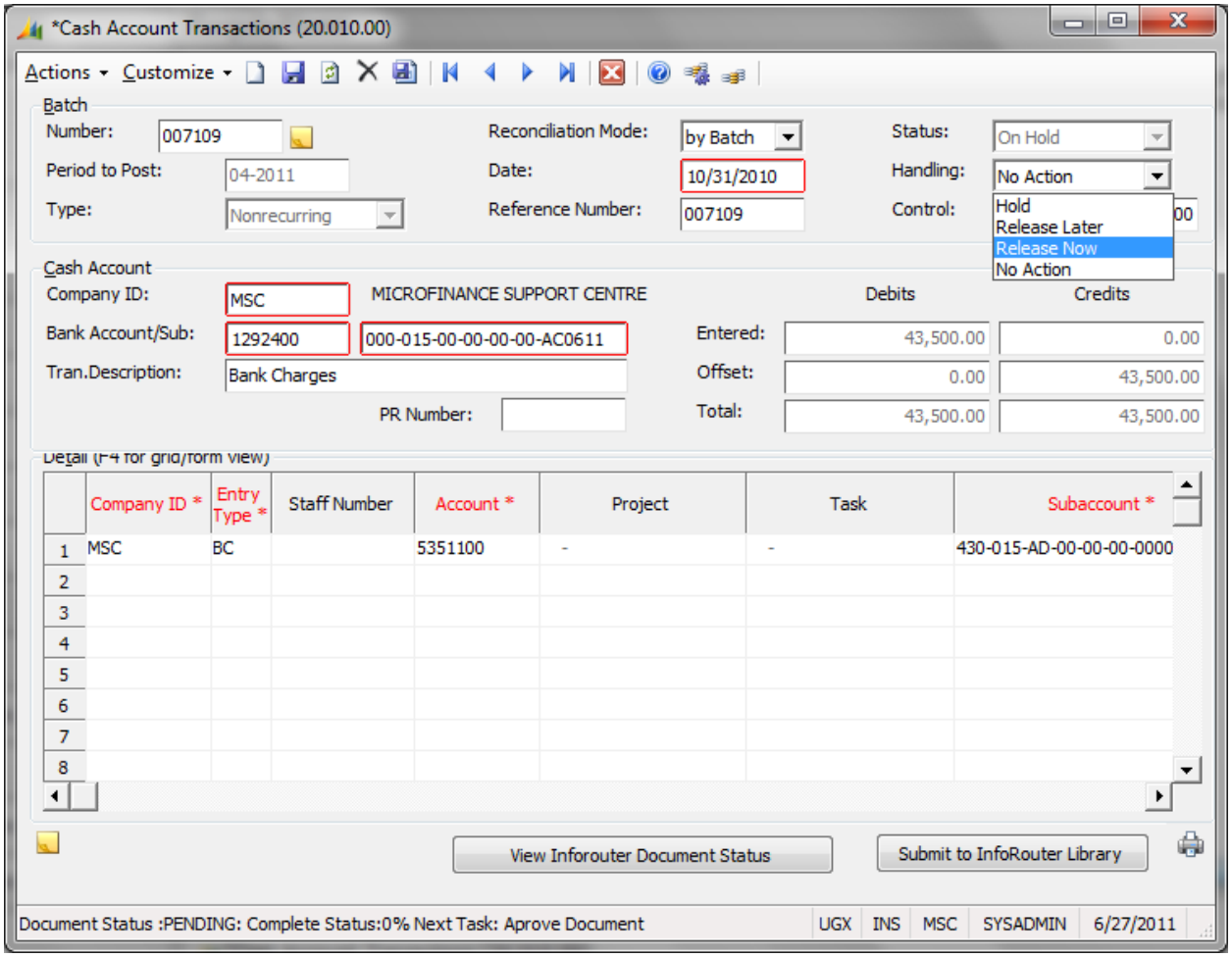


Releasing the Batches

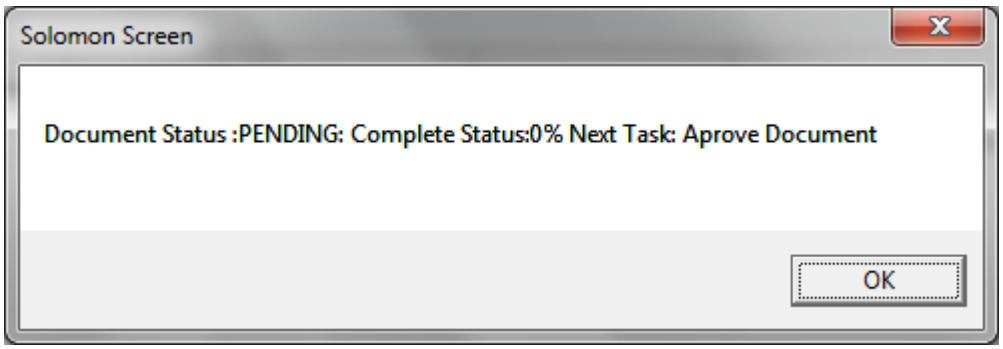
At this stage we can test the process of releasing the batch in Dynamics SL.

Open the Cash transactions screen and load the batch.

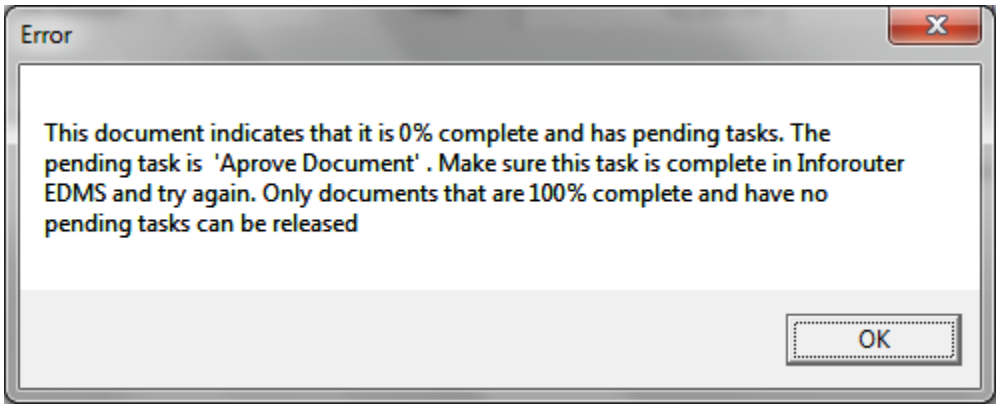
On batch Handling drop down, select ‘Release Now’



The following message is displayed indicating that we can not release the batch at this time.

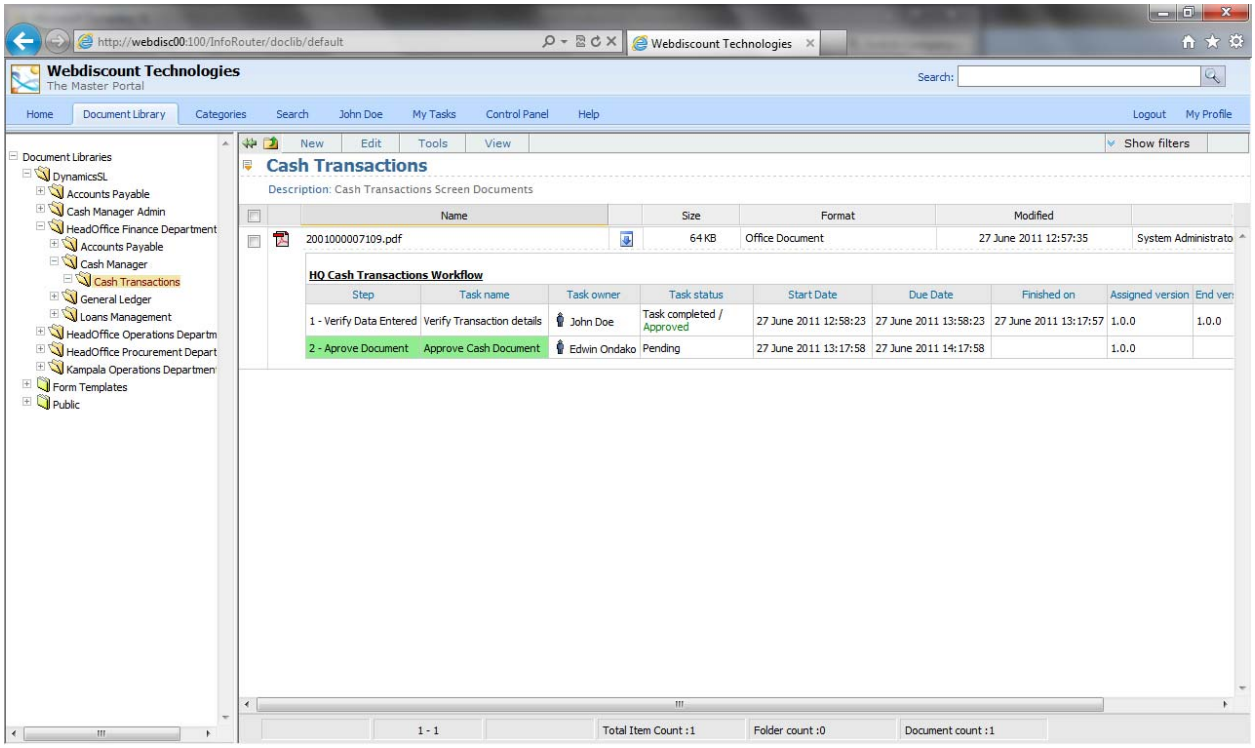


A more detailed message screen follows.

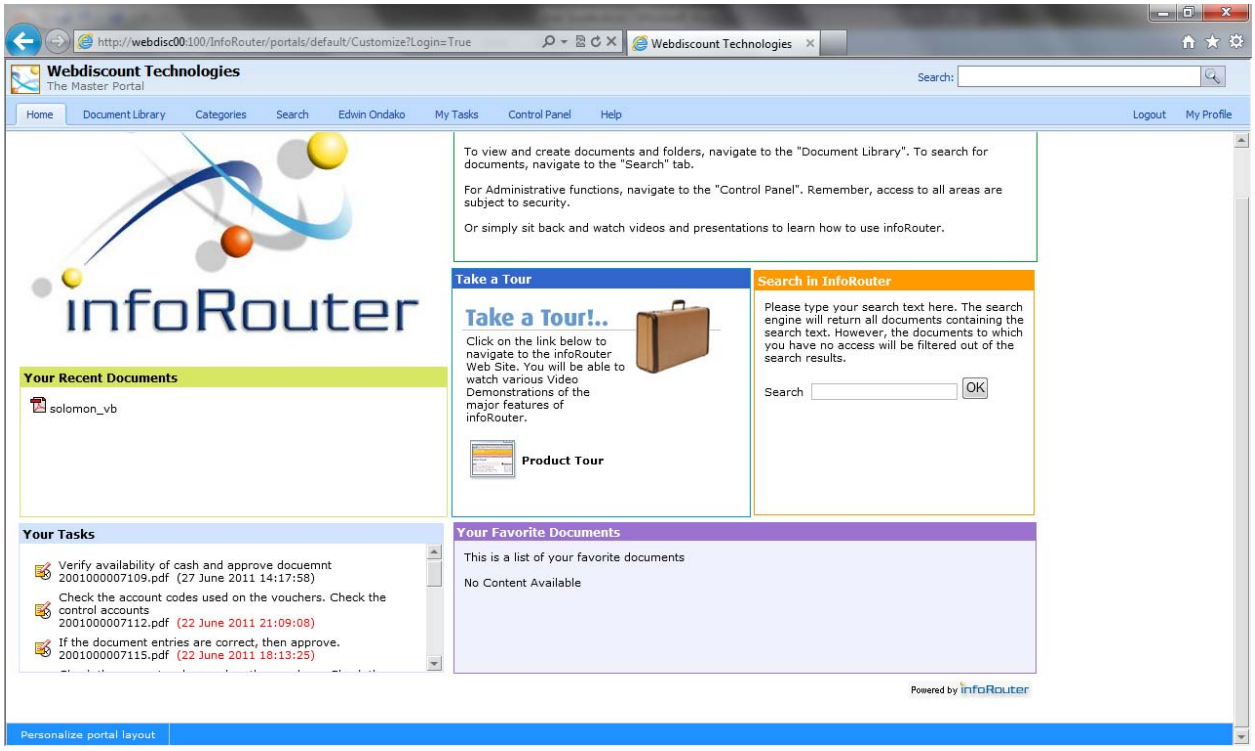

Error
This document indicates that it is 0% complete and has pending tasks. The pending task is 'Aprove Document' . Make sure this task is complete in Inforouter EDMS and try again. Only documents that are 100% complete and have no pending tasks can be released
OK

So for the batch to be released, the document must be competed in InfoRouter.

If we log in as John Doe and check the document, we see that the first task is marked as complete. Task two is now marked as pending and is assigned to Edwin.



To complete the second task, Edwin Logs in.


Webdiscount Technologies
The Master Portal
Search:
Home
Document Library
Categories
Search
Edwin Ondako
My Tasks
Control Panel
Help
Logout
My Profile
infoRouter
To view and create documents and folders, navigate to the "Document Library". To search for documents, navigate to the "Search" tab.
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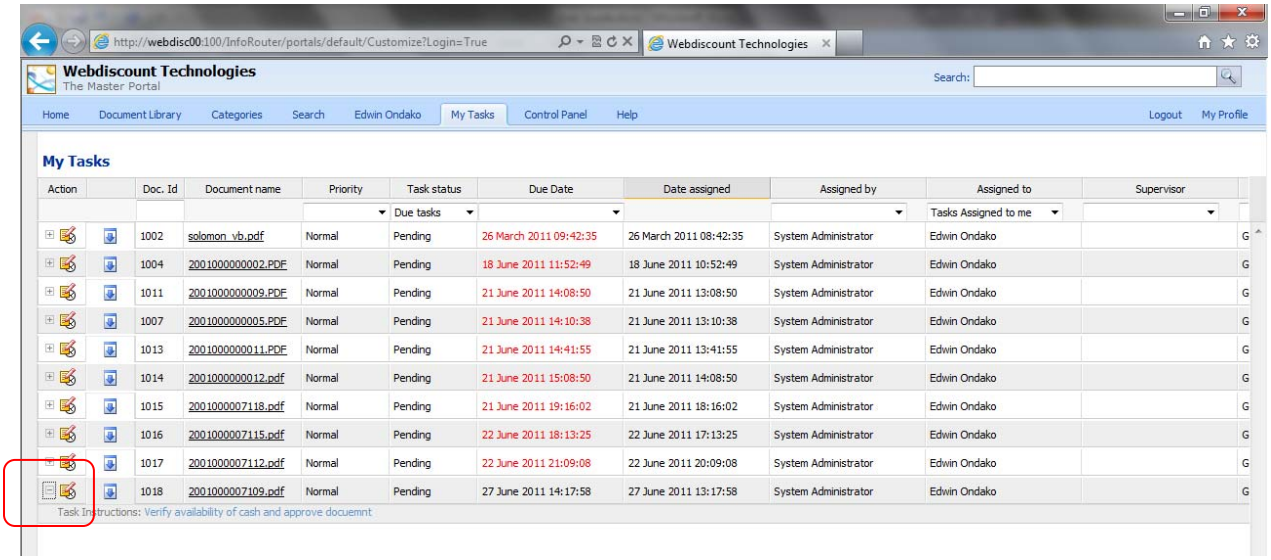
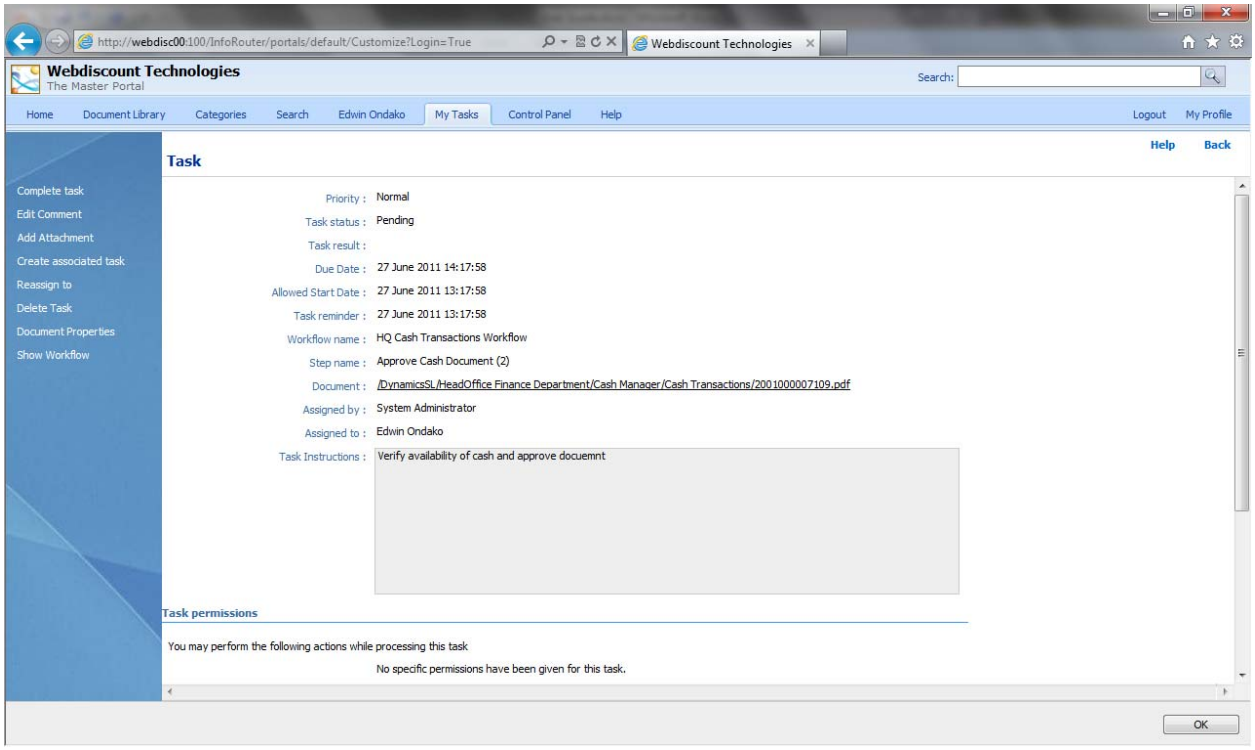
Please type your search text here. The search engine will return all documents containing the search text. However, the documents to which you have no access will be filtered out of the search results.
Search
OK
Your Recent Documents
solomon_vb
Your Tasks
Verify availability of cash and approve docuemnt 2001000007109.pdf (27 June 2011 14:17:58)
Check the account codes used on the vouchers. Check the control accounts 2001000007112.pdf (22 June 2011 21:09:08)
If the document entries are correct, then approve. 2001000007115.pdf (22 June 2011 18:13:25)
Your Favorite Documents
This is a list of your favorite documents
No Content Available
Powered by infoRouter
Personalize portal layout

Note again that all pending tasks for Edwin will be listed by default under 'Your Tasks' section and in 'My Tasks'


Webdiscount Technologies
The Master Portal
Search:
Home
Document Library
Categories
Search
Edwin Ondako
My Tasks
Control Panel
Help
Logout
My Profile
My Tasks
Action
Doc. Id
Document name
Priority
Task status
Due Date
Date assigned
Assigned by
Assigned to
Supervisor
Due tasks
Tasks Assigned to me
1002 solomon_vb.pdf Normal Pending 26 March 2011 09:42:35 26 March 2011 08:42:35 System Administrator Edwin Ondako
1004 2001000000002.PDF Normal Pending 18 June 2011 11:52:49 18 June 2011 10:52:49 System Administrator Edwin Ondako
1011 2001000000009.PDF Normal Pending 21 June 2011 14:08:50 21 June 2011 13:08:50 System Administrator Edwin Ondako
1007 2001000000005.PDF Normal Pending 21 June 2011 14:10:38 21 June 2011 13:10:38 System Administrator Edwin Ondako
1013 2001000000011.PDF Normal Pending 21 June 2011 14:41:55 21 June 2011 13:41:55 System Administrator Edwin Ondako
1014 2001000000012.pdf Normal Pending 21 June 2011 15:08:50 21 June 2011 14:08:50 System Administrator Edwin Ondako
1015 2001000007118.pdf Normal Pending 21 June 2011 19:16:02 21 June 2011 18:16:02 System Administrator Edwin Ondako
1016 2001000007115.pdf Normal Pending 22 June 2011 18:13:25 22 June 2011 17:13:25 System Administrator Edwin Ondako
1017 2001000007112.pdf Normal Pending 22 June 2011 21:09:08 22 June 2011 20:09:08 System Administrator Edwin Ondako
1018 2001000007109.pdf Normal Pending 27 June 2011 14:17:58 27 June 2011 13:17:58 System Administrator Edwin Ondako
Task Instructions: Verify availability of cash and approve docuemnt

To perform work on the task, click on the task icon under 'Action' column.

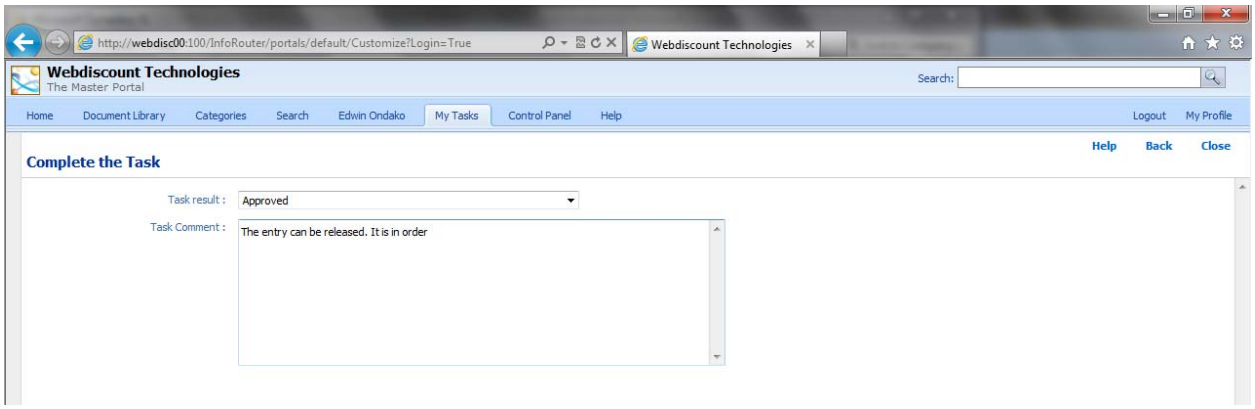
The task screen opens with details about the tasks to be completed.



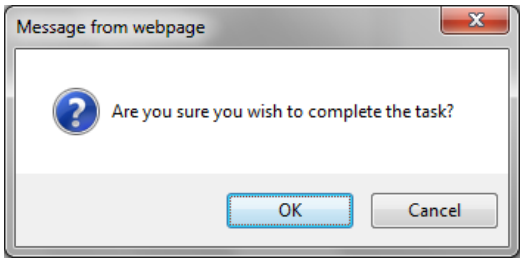
Click on ‘complete task’

The Complete Task dialogue screen appears. In the Task, results, select approved.

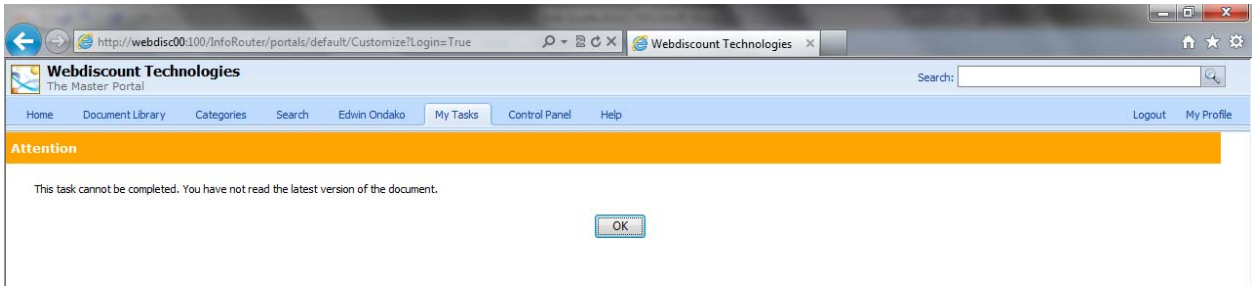
In Task Comment field, enter your comments for approving the task.



Click ok



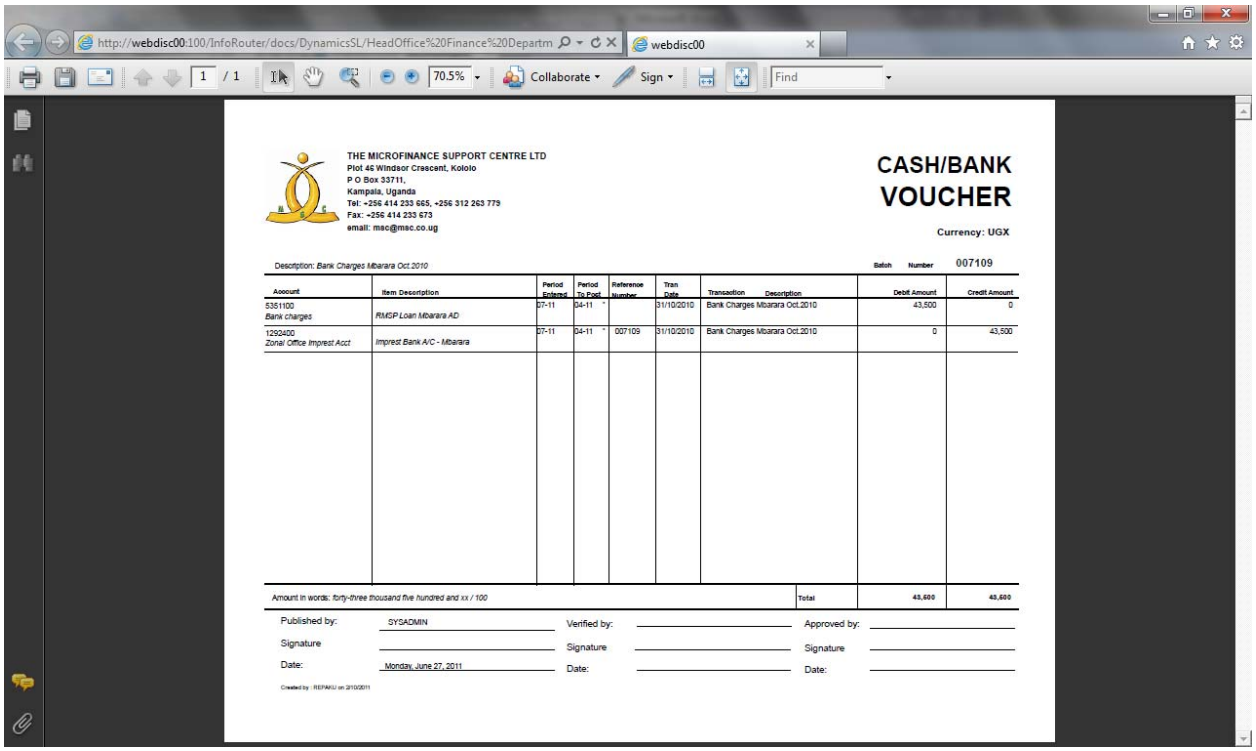
Click Ok



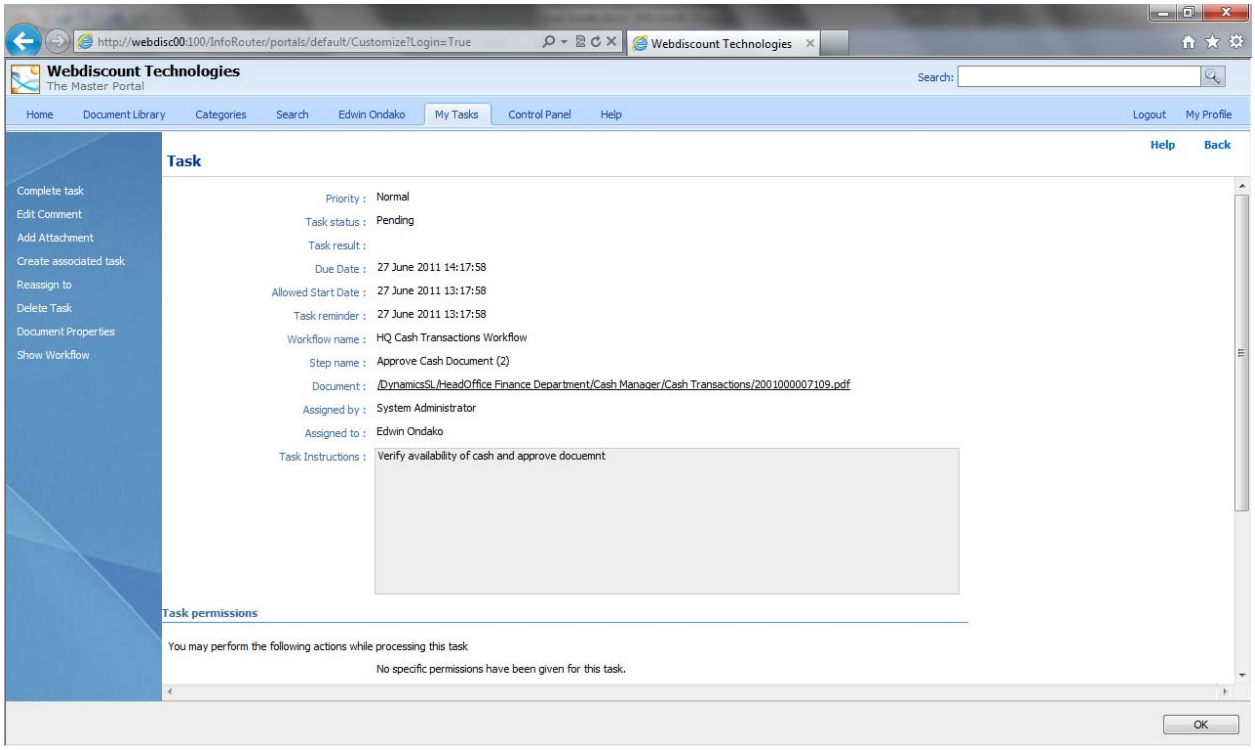
You get this message if you did not read the document and you try to approve. You must read/open the document first before completing the task. Remember this is one of the actions that were set up to be completed before a task can be marked as complete.

Click Ok .

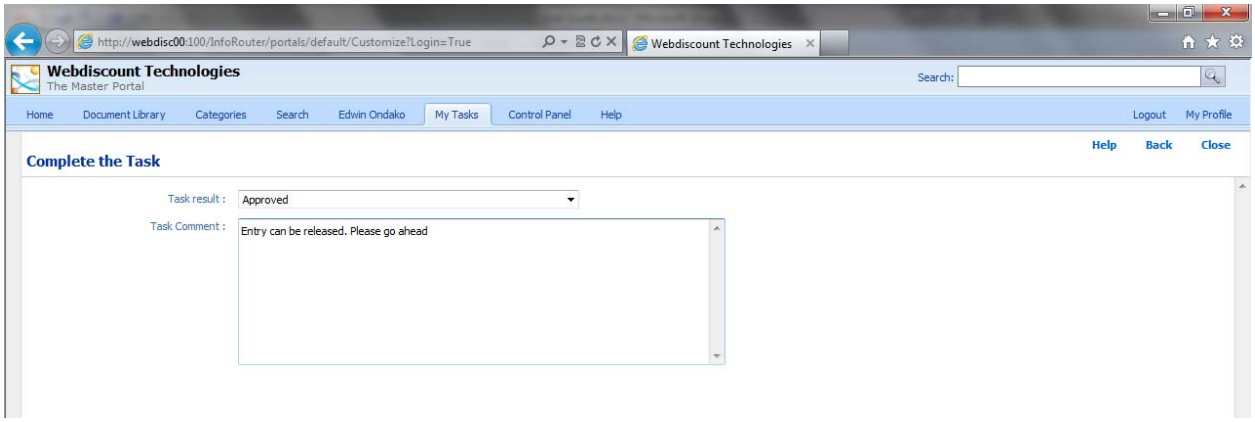
To open the document, click on the document link.



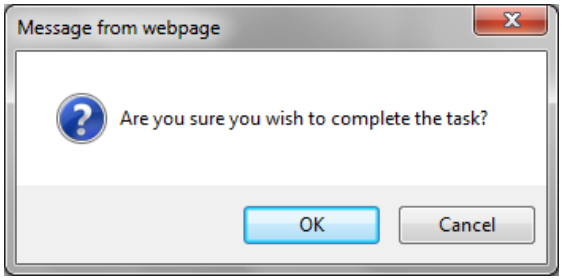
After reviewing close the document and return on the main document page.



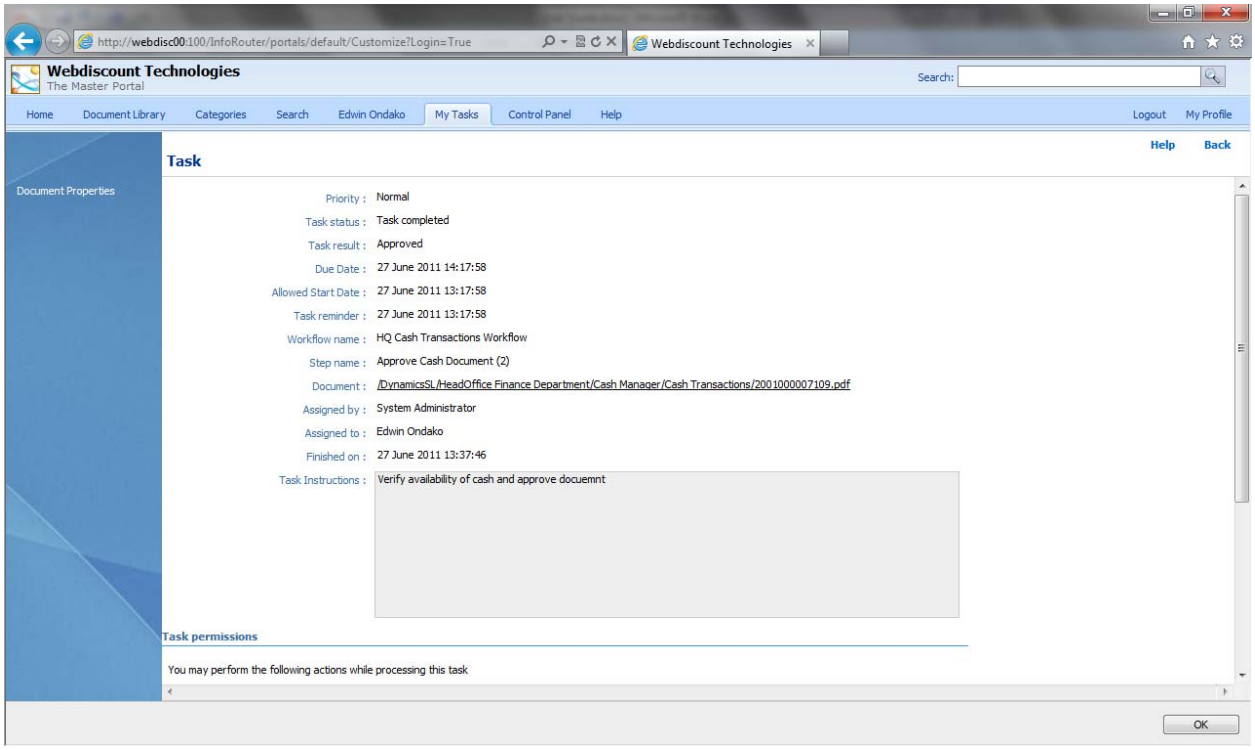
Now click on complete task. Complete the dialogue appropriately.



Click ok



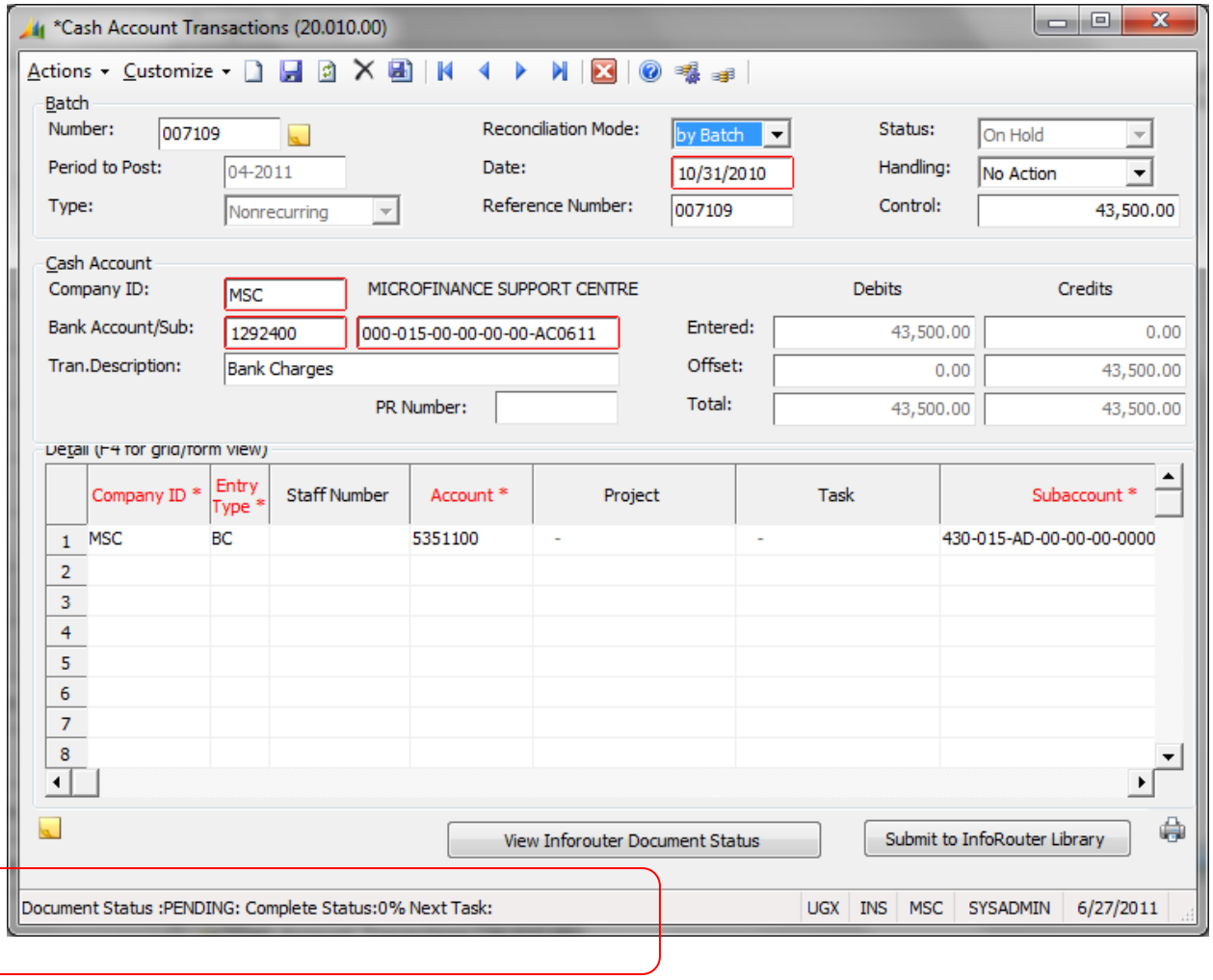
Click OK.



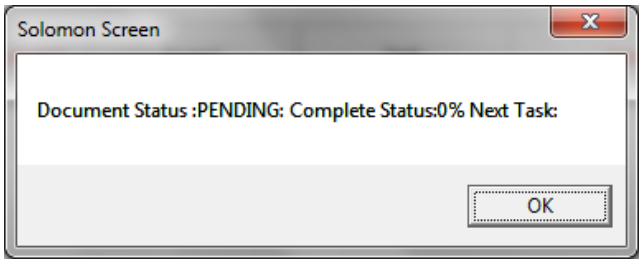
Note the change in the task status. The task is now marked as complete.

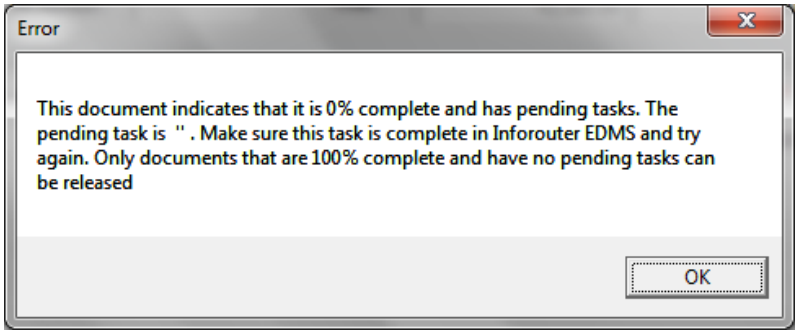
At this point, we have completed the two steps that were defined for the workflow.

We can also verify the document status in Dynamics screen by opening the batch.



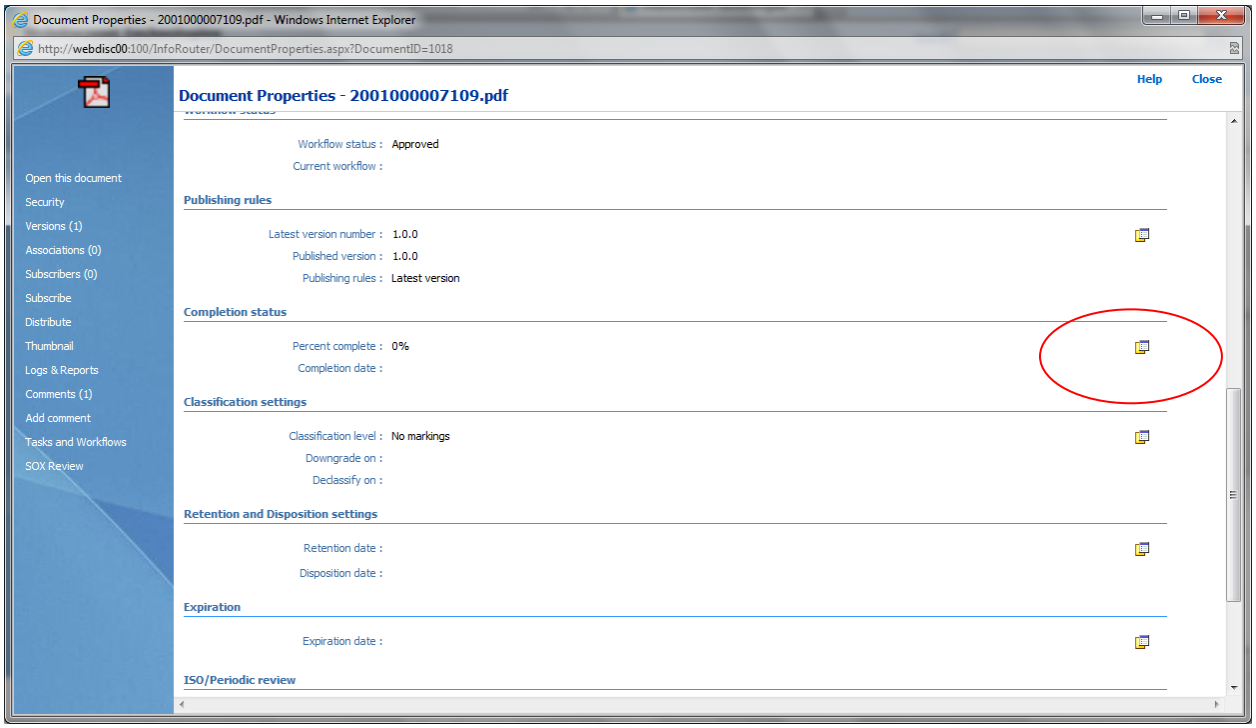
Note that there is no 'Next Task'. Also, the completion status is for the document is given as 0%!! if you try to release the document, you get the following.



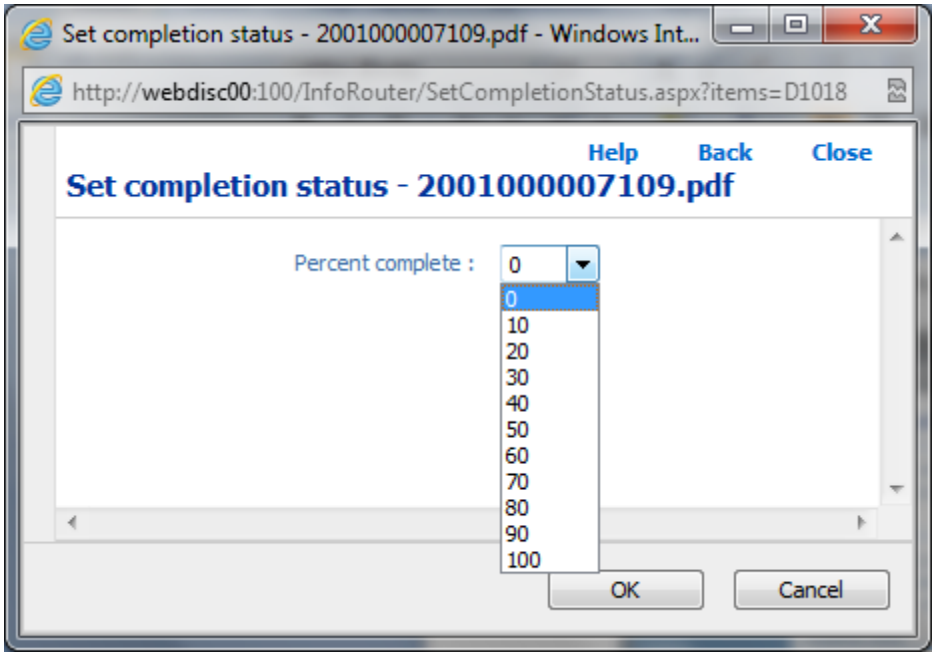

Error
This document indicates that it is 0% complete and has pending tasks. The pending task is ''. Make sure this task is complete in Inforouter EDMS and try again. Only documents that are 100% complete and have no pending tasks can be released
OK

This is because the document has not been marked as 100% complete in InfoRouter Work flow. It is only the tasks that have been completed but the general work status of the document is 0% so far. When one is working on the tasks assigned, they must also update the completion status.

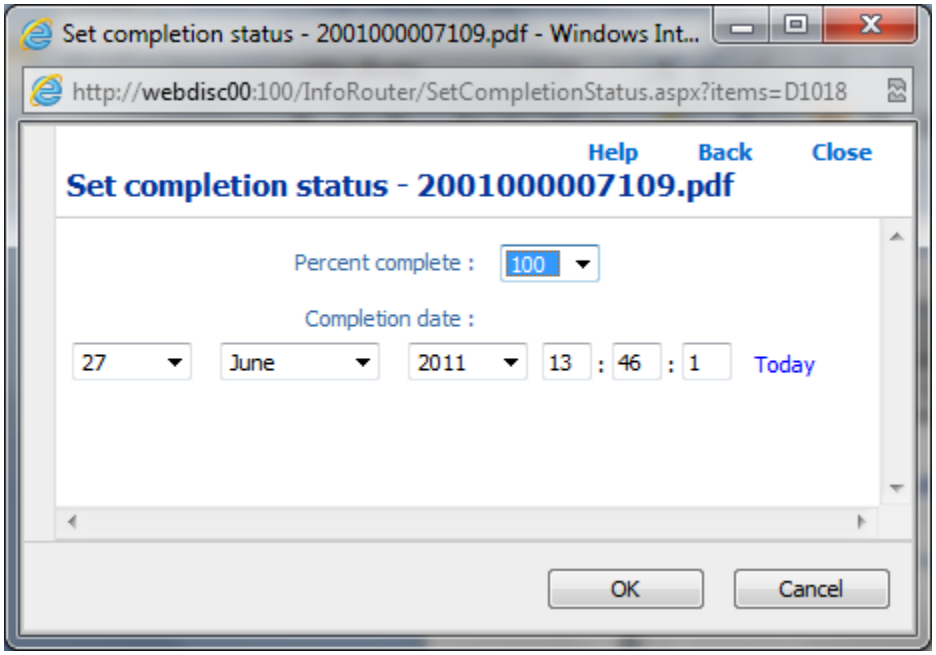
To complete the document to 100%, in infoRouter, open the document properties. Scroll down do the completion status section and click on the edit button on the extreme right.



This will open the Set Completion Status screen.

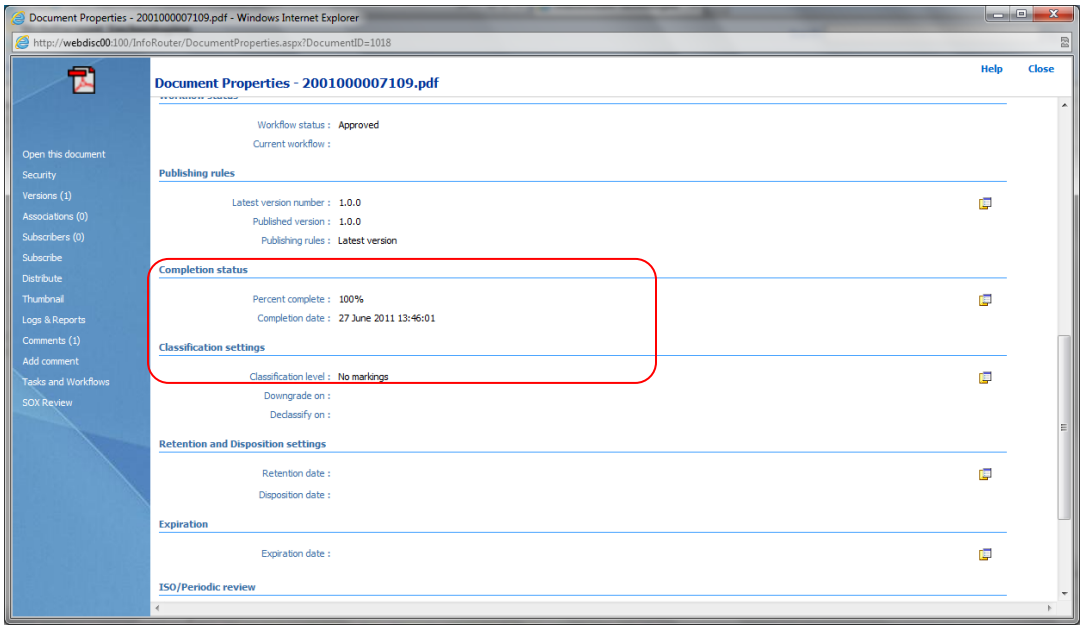


Select the completion %. If you need to have this document released, then set the percentage to 100%.

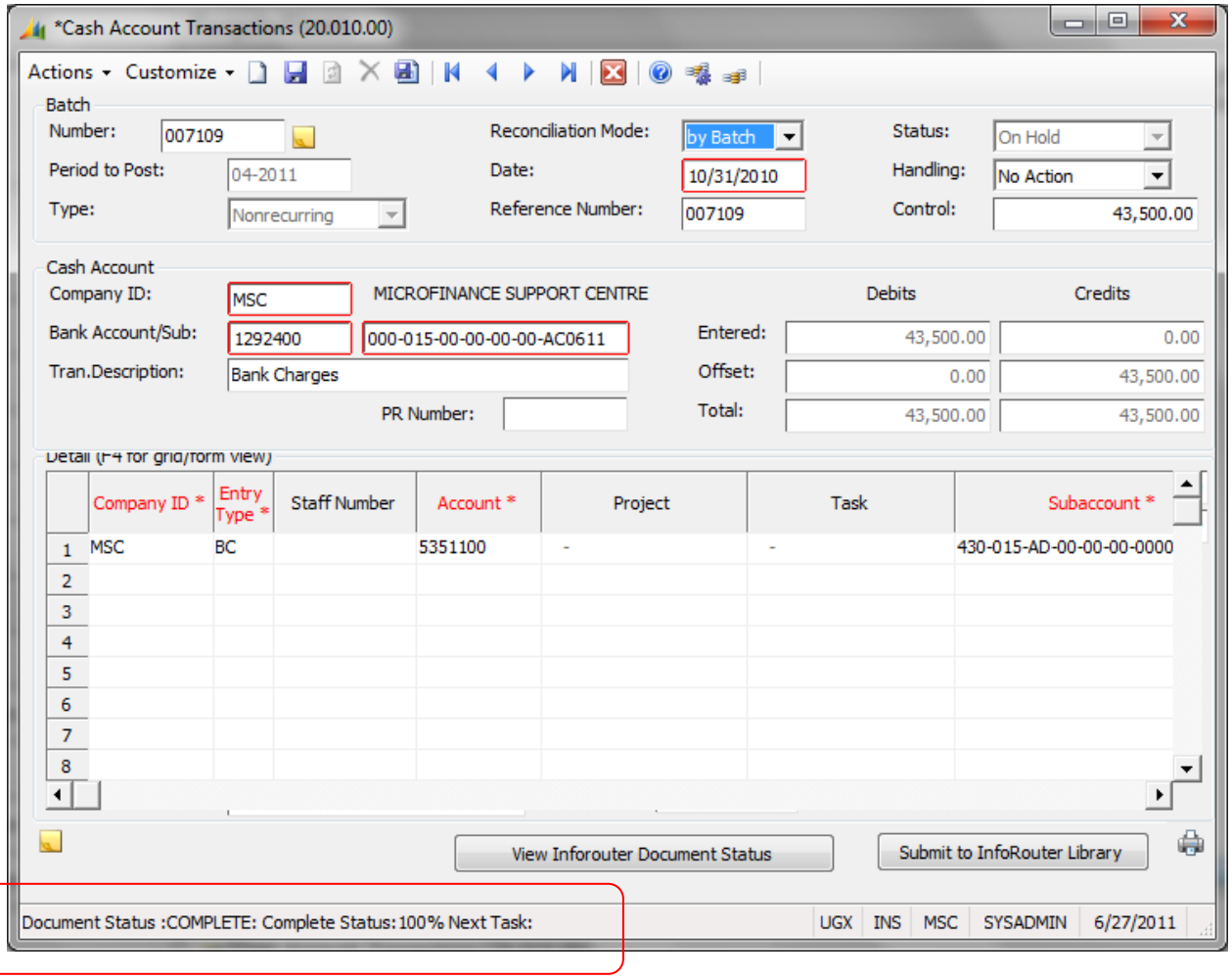


Set the correct completion date and then click ok.

On document properties page, it now shows 100% complete

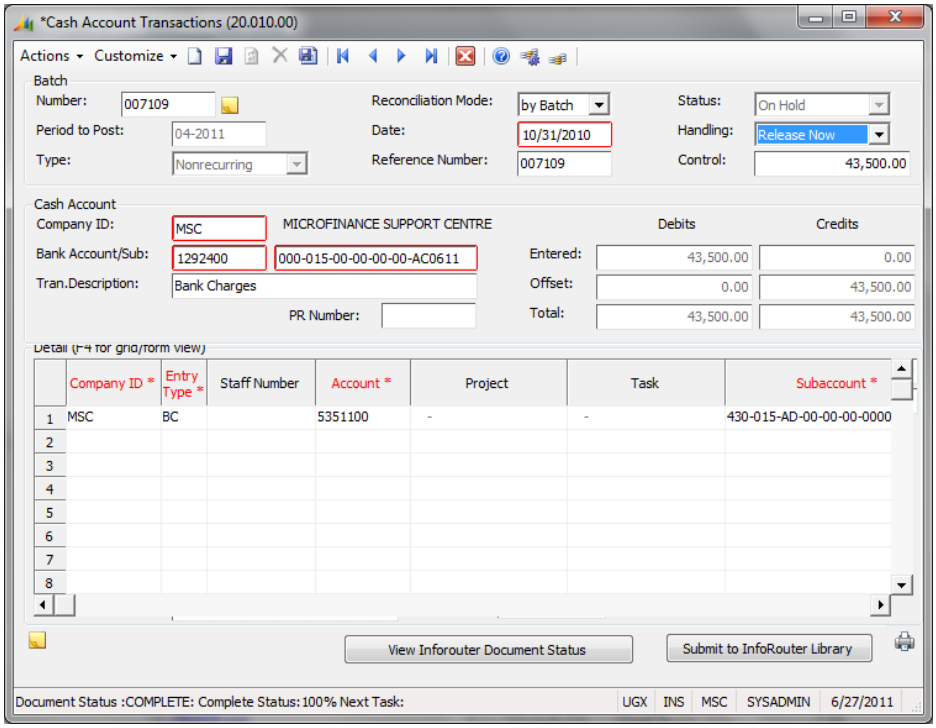


In Dynamics SL, the document status is now complete.



Now set the handling to Release Now. There is no error message.

Finish the document



The batch is successfully released.